

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request copies of my employment documents related to my role as [Your Job Title] at [Company's Name] from [Start Date] to [End Date]. Specifically, I would like to obtain the following documents:

1. Employment contract
2. Pay stubs
3. Performance evaluations
4. Any other pertinent documents

These documents are important for [briefly explain the reason, e.g., personal records, applying for a new job]. I would appreciate your assistance in providing these at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]