

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a copy of my personal files maintained by [Company/Organization Name]. This includes, but is not limited to, my employment records, performance evaluations, and any other documents pertaining to my time with the organization.

I believe that accessing these records will assist me in [briefly state the purpose, e.g., reviewing my professional development, preparing for future opportunities, etc.].

Please let me know if there are any forms I need to complete or any further information required to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]