

[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 am writing to formally request access to my employment records as part of my ongoing application process with [Company's Name]. I believe that obtaining this information will aid in my understanding of my qualifications and experiences relevant to the position for which I am applying.

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Position Applied For: [Job Title]
- Dates of Employment: [Start Date - End Date]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]