

**Employment Records  
Sample Letter**

Attention:

Re: State of Ohio v. \_\_\_\_\_

Dear Madam/Sir:

Please be advised that \_\_\_\_\_ is representing \_\_\_\_\_ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. \_\_\_\_\_, we are requesting that you provide us with any and all of his employment records. These records should include, but are not limited to:

- Position title, hire and termination dates;
- Full-time or part-time employee status;
- job duties
- Disciplinary problems;
- Wage/hourly rate
- Any work-related problems and/or injuries.

To assist you in locating these records, Mr. \_\_\_\_\_'s birthdate is \_\_\_\_\_ and his social security number is \_\_\_\_\_.

It is our understanding that Mr. \_\_\_\_\_ worked for your business on \_\_\_\_\_.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified.

**Please certify the records.**

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention.

Sincerely,

Enclosure