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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to ask your employer for your holiday and leave records.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR HOLIDAY AND LEAVE RECORD**

I am writing to request a copy of my holiday and leave record.

Please send a copy of these records to my address.

Thank you for your help with this matter.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]