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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 make a general request for information from your employer. You can request information about any aspect of your employment relationship. Your employer must disclose personal information about you. They do not need to disclose other matters, but have a duty to remain communicative to you. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR INFORMATION**

I am writing to request information about an employment matter.

I am seeking information about the following:

[EXPLAIN WHAT YOU ARE SEEKING INFORMATION ABOUT]

Please arrange for this information to be sent to the address set out above.

I look forward to hearing from you. Thank you for your help with this matter.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]