

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Employer Name]
[Payroll Department or Supervisor Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Wage Statements and Pay Stubs

Dear [Name of Contact Person or Department],

I am writing to formally request copies of my wage statements and pay stubs for the period beginning [Start Date] and ending [End Date].

I require these documents for the purpose of [Reason, e.g., personal record keeping, loan application, tax filing]. Please ensure that the provided records include details regarding gross wages, net pay, deductions, and hours worked for each pay period requested.

Please let me know if there are any specific forms I need to complete or if there are any fees associated with this request. I would prefer to receive these documents via [Email/Mail/In-person pickup].

I would appreciate receiving these records by [Date]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Employee ID Number, if applicable]