

**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