

_____, 2009

Re:

Dear Keeper of the Records:

This is to request, pursuant to the Michigan Employee-Right-to-Know Statute, (MCL 423.501; MSA 17.62) that you immediately provide to me a complete copy of any and all papers constituting my personnel file including any medical records, correspondence, applications, or other written materials of any type whatsoever pertaining to my employment with you. The incremental cost of copying, if any, will be paid promptly upon receipt of a statement.

I hereby waive my right to review this file in person if an accurate photocopy is provided to me at the above-indicated address within the next thirty (30) days.

Dated: _____

(Signature)

(Print name)