

Joe Smith  
123 Elm Street  
Anytown, MI 48999

May 5, 2016

***By Certified Mail  
Return Receipt Requested***

Employer  
666 Maple  
Bigcity, MI 48777

Re: **My employment file**

To Personnel Manager:

I am writing to request a complete copy of my employment file. I am entitled to this under the Bullard Plawecki Employee Right to Know Act, MCL 423.501 *et seq.* I previously wrote to you asking for this same information, and you did not provide copy of my file.

You may mail the file to me at the above address. If there is any fee for copying of these materials, please let me know how you would like me to submit payment. I may be reached by mail at the above address or you may contact me by phone at .. If you have any questions, please contact me. I look forward to hearing from you.

Sincerely,

Joe Smith