

Date:

Address:

Dear

This is a request to review my personnel file made under the Bullard Plawacki employee Right to Know Act (Public Act No. 397 of 1978). My social security number is _____ and I have worked at _____ since _____.

I understand that under Section 3 of the Act, I am permitted to review my personnel file during normal working hours and I request a review of my file at your earliest convenience.

Thank you.

Sincerely,

Signature