

[YOUR ADDRESS]

[DATE]

[COMPANY NAME & ADDRESS]

Dear [COMPANY]:

I am hereby requesting a copy of my “personnel record,” which you are required to provide within five business days pursuant to Mass. Gen. Laws ch. 149, § 52C. Please note that the law defines a “personnel record” as “a record kept by an employer that identifies an employee, to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation or disciplinary action.”

Thank you.

Sincerely,

[YOUR NAME]