

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request my pay stubs for the period of [specific dates or pay periods]. According to the recently enacted Paystub Protection Act, employees have the right to request their pay statements in writing if they have not received them. This law requires all Ohio employers to provide employees with detailed earnings and deductions statements for each pay period not later than ten days after receiving the written request.

I have not yet received my pay stubs for the specified period, and I would greatly appreciate your assistance in providing them within 10 days. Receiving these statements is important for my record-keeping and personal financial management, as well as for fully understanding my compensation.

Thank you for your attention to this matter. I look forward to your prompt response.

Best,

[Your Name]

[Your Job Title] (if applicable)

[Email Address]

[Phone Number]