

*To: doa.dop.COtimesheets@alaska.gov*

*From: (Your E-mail)*

*E-mail Subject Line: Correctional Officer Timesheet Request*

*To whom it may concern,*

*I would like to request the following payroll information. Please send me a copy, in PDF format, of all my timesheets for the pay periods between (Beginning Date) and (Ending Date).*

*(First & Last Name)*

*(State ID Number)*

*(Current Institution)*

*Thank you for your assistance.*