



## **Payroll Services**

*Take Control of Your Payroll Today!*

payrollservices@cps.edu

Telephone (773)553-4729 ♦♦ Fax (773)553-2510

### **Requests for Personalized Letters**

Requests for personalized letters submitted will be completed, and mailed within 3 business days after receipt of written request.

Please be specific with any information requested.

Your Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

CPS Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Who should letter be addressed to: \_\_\_\_\_

What is the reason for letter: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address letter needs to be mailed to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have any questions, please contact Payroll Services at 773-553-4729 option 1

Thank you

Payroll Services  
Chicago Public Schools