

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: [Subject of the Correspondence]

I hope this message finds you well. I am writing to [briefly state the purpose of the letter, e.g., request information, address an issue, submit a formal complaint, etc.].

[Provide a detailed explanation of your request or issue. Include any relevant dates, names of individuals involved, and any other important information that will assist HR in addressing your letter.]

I would appreciate your assistance in this matter and look forward to your prompt response. If necessary, I am available for a meeting to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)