

[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 Letter]

I hope this message finds you well. I am writing to [briefly state the purpose of your letter, e.g., request information, address a concern, etc.].

[In the following paragraphs, provide detailed information regarding your request or concern. Be clear, concise, and professional.]

Thank you for taking the time to consider my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Department, if applicable]