

[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 Request]

I hope this message finds you well. I am writing to formally request
[specific request, e.g., leave of absence, a copy of my employment
record, etc.].

[Provide a brief explanation of the request, including any relevant
details such as dates, circumstances, or reasons.]

I appreciate your attention to this matter and look forward to your
prompt response. Please let me know if you need any further information
to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]