

[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 time off, inform of a change, etc.].

[Provide details regarding the matter. Include any necessary information or context that may be required.]

I appreciate your attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]