

[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: [Brief Subject of the Letter]

I hope this message finds you well. I am writing to formally [state the purpose of your letter, e.g., request a leave of absence, discuss a workplace issue, etc.].

[Provide details about the matter, ensuring clarity and professionalism. Include any relevant dates, times, or specific information that pertains to your request or issue.]

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

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Department, if applicable]