

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[HR Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear HR Department,

Subject: Addressing Concerns

I am writing to formally address some concerns that I have regarding
[specific issue or situation].

[Explain the concern in detail, providing context and any relevant
information.]

I believe that it is important for [any potential outcomes or positive
changes].

I appreciate your attention to this matter and look forward to discussing
this further.

Thank you for your understanding.

Sincerely,

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