

[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],

I hope this message finds you well. I am writing to express my concerns and seek clarification regarding the workplace policies at [Company Name].

[Briefly describe the specific policy or issue you are addressing. Include any relevant details, such as how it affects your work or the work environment.]

I believe that addressing this matter is important for maintaining a positive and productive workplace. I would appreciate it if you could provide further information on this policy and its implementation. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]