

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
[Date]  
[HR Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to [state the purpose of your letter, e.g., apply for a position, discuss a concern, request information, etc.].

[Include any necessary details relevant to the purpose, such as your experience, the specific issue, or questions you may have.]

I appreciate your time and attention to this matter. Please feel free to contact me at your earliest convenience should you need any additional information.

Thank you for your consideration.

Sincerely,  
[Your Name]