

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to inform you about the installation of an ignition interlock device (IID) in my vehicle, which is a requirement stemming from a recent legal matter. I want to assure you that this device will have no impact on my responsibilities or performance in my role at [Company's Name].

The ignition interlock device is intended to promote safe driving and ensure compliance with state laws. It requires the driver to provide a breath sample before starting the vehicle and periodically while driving. Rest assured, this will not interfere with my ability to commute to work or fulfill my job duties.

I appreciate your understanding and support during this time. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company's Name]