

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a review of the [specific matter or situation] as it pertains to the LNI (Labor and Industries) regulations.

[Briefly explain the situation and any relevant details, including dates, documentation, and previous communications.]

I believe that [state your reasons for the request and any applicable laws or guidelines that support your position].

I appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me at [phone number] or [email address] if you require any further information.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]