

[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 submit the required documents for [briefly state the purpose, e.g., "my employment verification," "my benefits enrollment," etc.]. Please find the following documents attached:

1. [Document name/description]
2. [Document name/description]
3. [Document name/description]

If you require any additional information or further documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]