

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

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

Dear [Recipient's Name],

Subject: Personal Tzd Request

I hope this letter finds you well. I am writing to formally request
[briefly state your request, e.g., a personal Tzd/temporal
accommodation].

[Provide a brief explanation of the reason for your request and any
relevant details.]

I understand the importance of [acknowledge any relevant policies or
considerations] and assure you that I will [mention your willingness to
comply with any requirements or conditions].

Thank you for considering my request. I look forward to your positive
response.

Sincerely,
[Your Name]