

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Office Name]

Dear [Recipient's Name],

Subject: Request for [Specify Request - e.g., Work Condition Adjustment, Leave, etc.]

I hope this message finds you well. I am writing to formally request [briefly state your request, e.g., a work condition adjustment, medical leave, etc.].

[Provide a concise explanation of the reason behind your request, including any relevant details or context.]

I believe that [mention how this request will benefit your work or the company, if applicable]. I am committed to ensuring minimal disruption to our operations and am willing to discuss this request further at your convenience.

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

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Your Contact Information]