

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

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

Dear [Recipient's Name],

Subject: Request for [Specify Your Request]

I hope this message finds you well. I am writing to formally request [briefly describe your request - e.g., "a copy of my work compensation records," "consideration for a workplace accommodation," etc.].

[Provide a detailed explanation of your request. Include any relevant dates, names, and supporting information that may assist in processing your request.]

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

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]