

[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
[specific request, e.g., "a copy of my medical records," "a leave of
absence," etc.].

[Provide a brief explanation of why you are making this request. Include
any relevant details that may support your request.]

I appreciate your attention to this matter and look forward to your
prompt response. Please feel free to contact me at [your phone number] or
[your email address] if you need any further information.

Thank you for your assistance.

Sincerely,
[Your Name]