

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my concern regarding my recent job loss, which I received notification about on [Date of Notification]. This news has been unexpected, and I would like to discuss the situation further.

I seek clarification on [specific details you want to address, such as the reasons for termination, severance packages, or next steps].

I appreciate the opportunity to have worked at [Company's Name] and would like to understand how we can address this situation. Please let me know a convenient time for us to discuss this matter.

Thank you for your attention to this issue, and I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]