

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

[Date]
[HOD's Name]
[Department Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [HOD's Name],

Subject: [Brief Subject of Request]

I hope this message finds you well. I am writing to formally request
[specific request, e.g., approval for leave, funding for a project,
support for an initiative, etc.].

[Include a brief explanation of the reason for your request, any relevant
details, and why it is important.]

I appreciate your consideration of my request and look forward to your
positive response.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Department]