

Your Company Name

123 Business Street, City, State 12345

November 6, 2025

To: Human Resources Department

Subject:

Dear [Department Name],

I am writing to you today regarding [topic of the letter]. This matter requires your immediate attention as it impacts our departmental operations.

Please review the information provided and take the necessary actions. Should you require any clarification or additional information, do not hesitate to contact me.

We appreciate your cooperation in this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Position]

APPROV

COMPANY N

DATE