[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

Dear Human Resources Representative,

[Body Paragraph 1: State the purpose of your letter, such as the position you are applying for or the specific inquiry you have.]

[Body Paragraph 2: Provide relevant details, background information, or supporting facts regarding your request or application.]

[Body Paragraph 3: Include a call to action or a statement regarding next steps, and express appreciation for their time.]

Sincerely,

[Your Signature]

[Your Printed Name]