

[Your Name]
[Your Job Title]
[Your Employee ID]

[Date]

To: [Name of Manager or Department]

Subject: Request for Human Resources Contact Information

Dear [Recipient Name],

I am writing to formally request the current contact information for our Human Resources department. I would appreciate it if you could provide me with the following details:

- Name of the relevant HR representative
- Direct phone number
- Email address
- Office location/Mailing address

I require this information regarding [mention brief reason, e.g., benefits inquiry, payroll question, or updating personal records].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]