

[Your Name]  
[Your Employee ID]  
[Your Department]  
[Date]

To: [Manager Name or Department Head]  
[Company Name]

Subject: Request for Human Resources Department Contact Information

Dear [Recipient Name],

I am writing to formally request the current contact details for the Human Resources Department. I require this information regarding [mention reason: e.g., benefits inquiry, payroll clarification, or employment verification].

Please provide the following details if available:

- Name of the HR Representative/Contact Person
- Direct Phone Number
- Email Address
- Office Location/Mailing Address

Thank you for your assistance with this request.

Sincerely,

[Your Signature]  
[Your Printed Name]