

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

[Date]

To the Human Resources Department,
[Company Name]
[Company Address]

Subject: Request for Human Resources Department Contact Information

Dear HR Team,

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

Please provide the following details if available:

- Direct phone number
- General HR email address
- Physical office location/room number
- Name of a specific point of contact (if applicable)

Thank you for your assistance with this request.

Sincerely,

[Your Signature]

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