

[Your Name]
[Your Job Title]
[Your Employee ID]
[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 information for the Human Resources Department.

Specifically, I am looking for the following details:

- Name of the HR Representative assigned to my department
- Direct phone number
- Official email address
- Physical office location or mailing address

I require this information for the purpose of [mention reason, e.g., updating my personal records / inquiring about benefits / submitting documentation].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]