

Request for Staff Identification Document

Date: [Insert Date]

To: [Insert Recipient's Name]

Department: [Insert Department Name]

From: [Your Name]

Position: [Your Position]

Subject: Request for Staff Identification Document

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the issuance of my staff identification document. My details are as follows:

- Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Position: [Your Position]

This identification document is essential for [briefly explain the purpose], and I would appreciate your assistance in processing this request at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you require any further information.

Best regards,

[Your Name]

[Your Contact Information]