

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional details regarding the process and requirements for returning to my position at [Company Name].

As you are aware, I [briefly explain your previous position and any relevant circumstances]. I am eager to rejoin the team and would appreciate any information regarding the timeline, documentation needed, and any changes that may have occurred since my departure.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]