

Inquiry Regarding Employee Absence

Date: [Insert Date]

To: [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 inquire about the absence of [Employee's Name], who has been absent from work since [Insert Date of Absence]. We are currently conducting a review to gather accurate information regarding their absence and its implications.

Could you please provide any relevant details regarding their leave of absence, including dates and any documentation that may have been submitted? Your assistance in this matter would be greatly appreciated, as it will help us in our assessment.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]