

Letter of Inquiry for Family Medical Leave Documentation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization 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 documentation required for my upcoming Family Medical Leave. As per the policy, I understand that specific forms and information will be necessary to ensure compliance with the Family and Medical Leave Act (FMLA).

Could you please provide details regarding the required documentation, including any pertinent deadlines? Additionally, I would appreciate clarification on how to submit this information effectively.

Thank you for your assistance in this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Address]

[City, State, Zip Code]