

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[HR Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally request copies of the policy documents related to my employment. As a [Your Job Title] in the [Department Name], I believe it is important to have access to these documents for my reference and compliance with company regulations.

Specifically, I am interested in the following documents:

- [Policy Document 1]
- [Policy Document 2]
- [Policy Document 3]

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

Sincerely,

[Your Name]