

Application for HR Guidance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally request guidance from the Human Resources department regarding [specific issue or topic]. As an employee in the [Your Department/Position], I believe that your expertise will greatly assist me in navigating this matter effectively.

My primary concern is [briefly explain your concern or question]. I am eager to gain clarity on this matter and understand the available options and resources provided by our HR department.

I appreciate your attention to this request and look forward to your guidance on how best to proceed. Please let me know if there are any forms or processes I need to follow to facilitate this inquiry.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]