

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the employment agreement related to my position as [Your Job Title] at [Company's Name]. I would appreciate it if you could provide me with a copy of the agreement and any additional information that may be pertinent.

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

Sincerely,

[Your Name]