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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR INFORMATION**

I am writing to request information about an employment matter.

I am seeking information about the following:

[EXPLAIN WHAT YOU ARE SEEKING INFORMATION ABOUT]

Please arrange for this information to be sent to the address set out above.

I look forward to hearing from you. Thank you for your help with this matter.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]