SAMPLE LETTER

**[Senders Name]**
[Address line]
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**
[Address line]
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

For just over a month now, I have been assigned as the Officer-in-Charge for the Human Resource Department, after the resignation of Ms. Lily Album. It is my belief that I have performed well and to the expectations of the administration and would like to request that you give me an opportunity to hold the position permanently.

I will be submitting a formal application letter alongside a copy of my updated resume and hope that you will be kind enough to consider my request. Thank you.

Sincerely,

[Senders Name]
[Senders Title] -Optional-

[Enclosures: number] - Optional -
cc: [Name of copy recipient] - Optional -