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 -