

Request For Delay Obtaining Records

To HR Department,

From:

Email:

Subject: Request For Delay Obtaining

Date:

Dear Sir / Madam,

I am working on obtaining the records you requested, but I am depending on others to process them. I am confident that I will have the records in approximately days for them to process my request.

Thank you for your help and kind support in this regard. Please contact me if there are any issues.

Thank you,

Ph: