

To: [Manager's Name/Department Name]
From: [Your Name]
Date: [Current Date]
Subject: Request for Damaged Uniform Replacement

Dear [Manager's Name],

I am writing to formally request a replacement for my work uniform. My current uniform has been damaged and is no longer suitable for professional use.

Item(s) Damaged: [e.g., T-shirt, Trousers, Jacket]

Uniform Size: [Your Size]

Nature of Damage: [e.g., Tear, permanent stain, frayed edges]

Date/Circumstance of Damage: [Briefly describe how it happened, if applicable]

I have attached a photo of the damage for your records. I would like to receive a new set as soon as possible to ensure I continue to meet the company's dress code standards.

Please let me know the next steps or if there are any forms I need to sign to complete this request.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Employee ID Number]