[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line in bold letters]**

Dear Mr. / Mrs. [Name of the Recipient],

I am writing this letter to remind you about the company policy for wearing a proper formal dress at work. This policy requires every employee of the company to wear comfortable yet formal attire which includes wearing a dress pant, a dress shirt, and a properly knitted tie.

Recently, I have noticed you wearing an informal dress at work oftentimes. Believe it or not, it actually does not look good when you wear tattered jeans and a casual T-Shirt at work. So, I would like to suggest to you that you should start wearing a proper formal dress at work. It makes you look graceful, professional, and presentable.

Hopefully, you will act upon my advice and start wearing a formal dress at work.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]