

# Facility Expansion Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company/Organization Name]

[Insert Address]

Dear [Insert Recipient Name],

I am writing to formally request approval for the expansion of our facility located at [Insert Facility Address]. Due to [mention reasons such as increased demand, growth of services, etc.], we have identified the need for additional space to accommodate our operations effectively.

The proposed expansion includes [briefly describe the planned expansion - additional square footage, new equipment, etc.]. This project aims to [mention benefits such as improving efficiency, increasing capacity, etc.].

We anticipate that this expansion will positively impact our production and service capabilities, ultimately leading to better outcomes for both our clients and our team.

We respectfully request a meeting to discuss this proposal in further detail at your earliest convenience. Thank you for considering this important request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]