

Application for Business Relocation Permission

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request permission to relocate our business, [Company Name], from its current location at [Current Address] to [New Address]. We believe this move will greatly enhance our operational efficiency and allow us to better serve our clients.

The reasons for our relocation include [briefly explain reasons such as increased space, better accessibility, etc.]. We anticipate this transition will occur on [proposed moving date].

We assure you that we will comply with all necessary regulations related to the relocation and are happy to provide any additional information required to facilitate this process.

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Company Name]