

Letter of Request for Commercial Relocation

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the relocation of our commercial operations from [Current Location] to [Proposed Location]. As we continue to grow, it has become clear that a move to this new location will better meet the needs of our expanding business.

Our research indicates that [Mention specific benefits of the new location, such as access to markets, improved logistics, or enhanced workforce opportunities]. Additionally, this move aligns with our strategic goals for the upcoming year.

We are committed to ensuring a smooth transition and minimizing disruption to our operations. We would appreciate your support in facilitating this move and any necessary discussions or approvals that may arise.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]