

Request for Business Relocation Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request approval for the relocation of [Company Name] from our current premises located at [Current Address] to the new location at [New Address].

The reason for this relocation is [briefly explain the reasons such as expansion, cost-effectiveness, proximity to clients, etc.]. We believe that this move will not only enhance our operational efficiency but also contribute positively to our growth strategy.

We have conducted a thorough assessment and are confident that the new location will meet our business needs. Additionally, we have taken steps to ensure a smooth transition, including [mention any plans for logistical arrangements, staffing, etc.].

I kindly request your approval for this relocation so we can proceed with the necessary arrangements. I am available for a meeting to discuss this further at your convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]