

Letter of Submission for Office Relocation Consent

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

Subject: Request for Office Relocation Consent

I hope this message finds you well. I am writing to formally submit a request for consent regarding the proposed relocation of our office from [Current Address] to [New Address].

We have thoroughly assessed the necessity for this move, and we believe that the new location will offer enhanced opportunities for productivity and collaboration.

We kindly request your approval for this relocation. Should you require any further details or wish to discuss this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]