

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the relocation of our branch located at [Current Address] to [Proposed Address]. This request is based on several considerations that I believe will enhance our operational efficiency and overall service delivery.

Reasons for the relocation include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I am confident that this move will provide significant benefits to our staff and the clients we serve. I would appreciate the opportunity to discuss this further and explore possible steps forward.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]