

Letter of Demand for Off-Site Work Authorization

Date: [Insert Date]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]

Dear [Recipient's Name],

I am writing to formally demand the authorization for off-site work for my current project titled "[Project Name]." As per our previous discussions on [insert date of discussion], I have provided all the necessary information regarding the necessity of off-site operations.

To ensure timely progress and efficiency, I require the authorized permission effective from [start date] to [end date]. The work to be conducted off-site includes [briefly outline the work activities].

Please consider this request with urgency, as it directly impacts project deadlines and deliverables. I appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]