

# Office Space Allocation Request for Collaboration Spaces

Date: [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the allocation of collaboration spaces within our office premises for [specific project/team name] that aims to [briefly describe the purpose of the collaboration].

Given the nature of our work, we believe that dedicated collaboration spaces will significantly enhance communication and productivity among our team members. We are looking for [number] of spaces that can accommodate [number of people] and are equipped with [specific requirements, e.g., whiteboards, projectors, etc.].

We would appreciate your support in facilitating this request and believe that this allocation will foster better teamwork and innovation. Please let us know of any forms or procedures we need to complete to move forward with this request.

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

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