

Office Space Allocation Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request the allocation of additional office space to accommodate our upcoming expansion. Due to [brief explanation of the reason for expansion, e.g., increased staffing, new projects, etc.], we find ourselves in need of additional workspace to maintain our productivity and efficiency.

We currently occupy [current office space details], but anticipate needing an additional [number of square feet/office rooms] to support our growing team. We believe that securing this space will greatly benefit our operations and ensure that we can continue to meet our objectives.

Please let me know at your earliest convenience if we can discuss this request further. I appreciate your attention to this matter and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]