

Office Space Allocation Request

Date: [Insert Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the allocation of additional office space in light of our recent business growth and team expansion.

As you are aware, our team has increased in size over the past few months, and we are currently facing challenges with our existing workspace. In order to maintain our productivity and enhance collaboration, it is imperative that we secure additional space.

We estimate that we will require approximately [insert square footage or number of desks/rooms needed] to comfortably accommodate our growing team. We are confident that this expansion will not only benefit our team but will also contribute positively to the overall goals of [Company Name].

Thank you for considering our request. I would be happy to discuss this matter further at your earliest convenience. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Looking forward to your favorable response.

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