

Office Space Allocation Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally request the allocation of office space for our upcoming branch opening in [Location]. As part of our expansion strategy, it is essential that we secure an appropriate workspace to facilitate our operations and support our team.

We anticipate requiring approximately [insert square footage] of space, which will accommodate [number of employees] employees. The preferred timeline for occupancy is [insert desired date], which aligns with our planned launch date.

We believe that [Location] is a strategic addition to our operations and will greatly enhance our reach and service capabilities. We would appreciate your assistance in identifying available spaces that meet our requirements.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]