

Office Space Allocation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Office Space Allocation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the allocation of office space for [Nonprofit Organization Name]. As we continue to expand our programs and services, having a dedicated office space is essential for our operations and outreach efforts.

Our organization is committed to [briefly describe your mission and objectives]. Currently, we are [explain your current situation and need for space]. Therefore, we are seeking a suitable space that can accommodate our team and activities.

We appreciate your consideration of our request and would welcome the opportunity to discuss this further. Please let us know a convenient time for you to meet or speak.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Nonprofit Organization Name]