

Office Space Allocation Request

Date: [Insert Date]

To,
[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request the allocation of office space for our project team, [Project Name], in order to facilitate collaboration and enhance productivity. As our team is currently expanding and the project demands increased coordination, it is essential that we have a dedicated workspace.

Details of the project team are as follows:

- Team Members: [List of Members]
- Project Duration: [Start Date] to [End Date]
- Required Space: [Number of Desks/Offices]
- Preferred Location: [Specify Location, if any]

Having an assigned office space will significantly improve our efficiency and allow us to meet project deadlines without disruptions. We appreciate your consideration of our request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]