

Office Space Allocation Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Office Space Allocation for Remote Team

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the allocation of office space for our remote team, [Team Name]. As our team has been expanding and our collaborative efforts enhance our productivity, having a dedicated workspace will significantly improve our workflow and communication.

Our team consists of [Number] members who frequently collaborate on projects that require real-time discussions and brainstorming sessions. An allocated office space would not only foster teamwork but also enable us to meet project deadlines more efficiently.

We would like to propose [specify the desired office location or any specific requirements]. We are open to discussing any available options that would accommodate our needs.

Thank you for considering this request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]