

# Office Space Allocation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Startup Name]

[Startup Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the allocation of office space for our startup, [Startup Name]. As a rapidly growing startup focusing on [brief description of your startup's focus or industry], we are in need of a dedicated workspace that can accommodate our current team and support our future growth.

We are seeking approximately [number] square feet of office space to facilitate our operations, meetings, and collaborative work. Ideally, we would like a space that is [mention any specific requirements, e.g., open layout, conference rooms, etc.]. Our team currently consists of [number of employees], and we anticipate adding more staff in the upcoming months.

We believe that having a designated office in a suitable location would significantly enhance our productivity and enable us to better serve our clients. We are open to discussing options regarding lease terms and conditions.

Thank you for considering our request. I am looking forward to your positive response and hope we can discuss this matter further at your earliest convenience.

Warm regards,

[Your Name]

[Your Position]

[Startup Name]