

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 upcoming temporary project, [Project Name], which is set to begin on [Start Date] and will conclude on [End Date].

Given the project's requirements and the need for collaboration among team members, we would greatly appreciate a dedicated workspace to facilitate our efforts. The ideal location for our temporary project team would be [specific location or description of desired space].

The team will comprise [number of team members], and we anticipate that the allocated space will be utilized effectively to achieve our project goals.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]