

# **Subject: Request for Increased Usage Audit**

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an increased usage audit for [specific service or resource] utilized by [Your Company/Department]. Given the recent changes in our operations and the growing demand for [specific metrics or results], it has become imperative to assess our current usage levels and identify areas for improvement.

We believe that a comprehensive audit will provide us with valuable insights that can enhance our efficiency and optimize our resource allocation. We appreciate your attention to this matter and look forward to your support and cooperation in this audit process.

Thank you for considering our request. Please feel free to reach out if you require any further information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company]