

Shared Resources Application

Date: [Insert Date]

To: [Insert Recipient Name]

Position: [Insert Recipient Position]

Department: [Insert Recipient Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: Application for Shared Resources

Dear [Recipient Name],

I am writing to formally request access to the shared resources available within our department for [specific purpose or project name]. This project aims to [briefly describe the project and its significance].

To facilitate this work, I would like to request the following resources:

- [Resource 1]
- [Resource 2]
- [Resource 3]

I believe that these resources will greatly enhance our productivity and contribute to the success of our project. I am committed to ensuring that these resources are utilized efficiently and will adhere to any guidelines set forth for their use.

Please find attached any necessary documentation related to this request, including [mention any attached documents]. I am available to discuss this application further or provide any additional information required.

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

Sincerely,

[Your Name]

[Your Contact Information]