

Letter of Request for Fair Distribution of Resources

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your attention to the current distribution of resources within [specific department or community]. It has come to our notice that the allocation appears to be uneven, affecting [mention specific groups or areas impacted].

In the interest of promoting fairness and ensuring that all parties have equitable access to necessary resources, we propose the following actions: [list proposed actions or changes]. We believe these changes will significantly improve our operations and the welfare of those involved.

We appreciate your consideration of our request and would be grateful for the opportunity to discuss this matter further at your earliest convenience. We look forward to your positive response.

Thank you for your attention to this pressing issue.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]