

# Letter of Request for Inclusive Resource Planning

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your support in our efforts to create an inclusive resource planning strategy within our organization. As we strive to foster an environment that supports diversity and inclusion, it is essential that we identify and allocate resources effectively to meet the varied needs of our community.

We believe that a well-structured resource planning process will ensure that all voices are heard and considered, allowing us to better serve our diverse audience. We are keen to collaborate with you and your team in this initiative and would greatly appreciate any assistance or guidance you can provide.

Thank you for considering this request. I am looking forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]