

Request for Additional Resources

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional resources for our upcoming coding workshop scheduled for [insert date]. The workshop aims to [briefly explain the purpose of the workshop and its importance].

To ensure a successful and impactful experience for all participants, we believe that additional resources in the following areas would be beneficial:

- Increased access to laptops for participants.
- Additional instructional materials and handouts.
- Guest speakers or industry professionals for mentorship.
- Refreshments for attendees.

We anticipate that these enhancements will not only improve the overall experience but also foster a more engaging learning environment for all involved.

I would greatly appreciate your support in acquiring these resources. Please let me know if you need any further information or if we can discuss this in more detail.

Thank you for considering this request. I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]