

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Desk Relocation Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for a relocation of my desk to [desired location]. I believe that moving to this area would enhance my productivity and create a more conducive work environment.

Currently, my desk is located at [current location], which has presented some challenges including [mention any specific reasons such as noise, space, or accessibility issues]. By relocating to [desired location], I would be able to [explain how the new location would resolve these issues and improve work effectiveness].

I assure you that this move will not disrupt our team's workflow and I will take care of all logistics involved in the transition.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]