

Date: [Insert Date]

To: [Manager's Name]

Position: [Manager's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request customization of my office space located at [Office Location/Room Number]. I believe that these adjustments will improve my productivity and overall work environment.

The customizations I propose include:

- [Describe customization 1]
- [Describe customization 2]
- [Describe customization 3]

I have researched options and believe that these changes are feasible. I would appreciate your support in this matter and am happy to discuss it further at your convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]