

Letter of Request for Out-of-Area Service Provision

Date: _____

Recipient Name

Recipient Title

Company/Organization Name

Address

City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the provision of services outside of our designated service area. Due to [brief explanation of the need, e.g., unforeseen circumstances, specific project requirements], we believe that extending services to [specific location or area] is crucial for the success of our ongoing work.

We understand the potential implications of this request and are committed to working within your guidelines to ensure that all necessary protocols are followed. We are prepared to discuss any additional requirements, adjustments in pricing, or resources that may be necessary to accommodate this request.

Thank you for considering our request. I look forward to your prompt response so we can move forward accordingly. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]