

# Authorization Request for Business Relocation

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request authorization for the relocation of [Your Company Name] from our current address at [Current Address] to our proposed new location at [New Address]. After careful consideration, we believe that this move will provide better opportunities for growth and enhance our service delivery to our clients.

In support of this request, we have considered the following factors:

- Increased space for operations
- Improved accessibility for clients and partners
- Potential for expansion and improved facilities

We believe that this strategic relocation aligns with our long-term business objectives. We would appreciate your prompt approval of this request to facilitate our planned move by [Planned Moving Date].

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]