

Application for Business Relocation Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for the relocation of [Your Company Name] to a new address. The new location is situated at [New Address], and we believe this move will greatly enhance our operational efficiencies and allow us to better serve our clients.

The primary reasons for this relocation include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We have conducted a thorough impact assessment and have plans in place to ensure a smooth transition. We anticipate that the relocation will commence on [Proposed Start Date] and conclude by [Proposed End Date].

We would appreciate your prompt attention to this matter and are happy to provide any further information required to assist with the approval process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]