

Request for Local Business Relocation Approval

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Local Government/Authority Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for the relocation of my business, [Your Business Name], from our current location at [Current Address] to [New Address].

Due to [brief explanation of reasons for relocation, e.g., increased space requirements, better accessibility], we believe that this move will significantly benefit our operations and improve services offered to our customers.

We are fully committed to adhering to all local regulations and will ensure that the relocation process is smooth and compliant with all zoning laws. I have attached relevant documents, including our business plan and proposed site plans for your review.

Thank you for considering our request. We are eager to continue contributing to our community and look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]