

# Warehouse Space Application for Seasonal Inventory

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Warehouse Manager's Name]

[Warehouse Company Name]

[Warehouse Address]

[City, State, Zip Code]

Dear [Warehouse Manager's Name],

I am writing to formally request warehouse space for our seasonal inventory for the upcoming [insert season/year]. As our company, [Your Company Name], experiences a significant increase in inventory during this time, we require additional storage space to accommodate our products.

We are seeking [insert square footage or specific storage requirements] and would ideally like to secure this space from [insert start date] to [insert end date]. Our expected inventory during this period is approximately [insert inventory details].

Please let us know about the available options, rental costs, and any terms and conditions we should be aware of. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]