

Warehouse Space Request

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally request warehouse space for our distribution center. As our business continues to grow, we are in need of additional storage capacity to accommodate our increasing inventory and streamline our distribution processes.

We are particularly looking for:

- Space: [Insert required square footage]
- Location: [Insert preferred location]
- Lease Term: [Insert desired lease term]
- Additional Requirements: [Insert any specific requirements]

We believe that securing this warehouse space will enhance our operational efficiency and improve our service delivery. We would appreciate the opportunity to discuss this request further at your earliest convenience. Please feel free to reach out at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Contact Information]