

# Formal Request for Driveway Space Allocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the allocation of driveway space at [specific location or address] for [purpose of the request, e.g. "the upcoming project/storage/living arrangement"].

Due to [reason for request, e.g. "increased traffic needs", "the project's requirements", etc.], I believe that having designated driveway space would greatly enhance the effectiveness of our operations and ensure safety for both our team and the community.

I appreciate your consideration of my request, and I am willing to discuss this matter further at your convenience. Please let me know if you require any additional information or documentation to support my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]