

Request for Additional Personnel Assistance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional personnel assistance for our team in light of the increased workload and upcoming projects.

As you are aware, our current projects have significantly expanded, and the demand for our services has grown. To ensure we maintain our quality and meet deadlines, I believe that additional personnel would be greatly beneficial.

Specifically, we are in need of [insert number and types of personnel needed, e.g., two skilled analysts, one project manager, etc.]. This additional support will allow us to [briefly explain how the assistance will help, e.g., expedite project completion, enhance service quality, etc.].

I appreciate your consideration of this request and would be happy to discuss it further at your earliest convenience. Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]