

[Your Name]

[Your Title]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request additional resources for our upcoming executive meeting scheduled for [Date of Meeting]. As we aim to enhance our discussions and outcomes, I believe additional resources would greatly contribute to the effectiveness of the meeting.

Specifically, we require [list specific resources needed, e.g., budget for materials, technical support, additional staff, etc.]. These resources will help ensure that we can present our strategies and recommendations effectively to our executive team.

Thank you for considering this request. I am looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Contact Information]