

Business Expansion Location Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance in finding a suitable location for the expansion of [Your Company Name]. As our business continues to grow, we are seeking a new site that will allow us to better serve our customers and enhance our operational capabilities.

We are specifically looking for a location that meets the following criteria:

- [Criterion 1]
- [Criterion 2]
- [Criterion 3]

We believe that a location meeting these criteria will not only benefit [Your Company Name] but also contribute positively to the local economy.

We would greatly appreciate any assistance or recommendations you could provide in identifying potential locations. Please feel free to contact me at your earliest convenience to discuss this further.

Thank you for your attention and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]