

Office Property Utilization Request

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 the utilization of the office property located at [Property Address/Description] for the purpose of [Briefly State Purpose - e.g., meetings, training, etc.].

The proposed dates for utilization are [Start Date] to [End Date], during the hours of [Start Time] to [End Time]. We anticipate that this will benefit our operations by [Explain Benefits].

We assure you that we will adhere to all company policies and ensure that the property is returned in its original condition after use. Please let me know if you need any further information or if there are formal procedures we need to follow to facilitate this request.

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

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]