

# Storage Area Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Review of Assigned Storage Area

Dear [Manager's Name],

I am writing to formally request a review of the assigned storage area located at [Insert Location]. Due to [briefly explain reason, e.g., increased inventory, accessibility issues, etc.], I believe a reassessment is necessary to optimize our storage capabilities.

Please let me know a convenient time for you to discuss this matter further. I appreciate your attention to this request and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]