

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

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

Dear [Recipient Name],

Subject: Request for Occupancy of Business Flat

I hope this message finds you well. I am writing to formally request the occupancy of the business flat located at [Flat Address or Description]. Our organization is in need of additional space to accommodate our growing team and operational needs.

We believe that this flat would serve as an excellent location for [briefly explain why the space is suited for your needs, e.g., proximity to clients, suitability for meetings, etc.].

We kindly ask you to consider our request and provide us with any necessary details regarding the terms of occupancy, including leasing conditions and any associated costs.

Thank you for considering our request. I look forward to your prompt response and hope we can discuss this matter further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]