

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the availability of office space within [specific flat/location if applicable]. As [your position/organization], we are looking to expand our operations and believe that this would be an ideal location for our needs.

We require [specific requirements such as size, facilities, or specific amenities] and would appreciate your consideration of our request.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]