

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Facebook Business Support]
[Facebook, Inc.]
[Facebook Headquarters Address]

Dear Facebook Business Support Team,

I hope this message finds you well. I am writing to formally request the creation of a Facebook Business Page for [Your Company Name]. We believe that establishing a presence on Facebook will significantly benefit our business and help us connect with our customers more effectively.

Company Information:

- Business Name: [Your Company Name]
- Industry: [Your Industry]
- Description: [Brief Description of Your Business]
- Website: [Your Website URL]

Our goal is to utilize the Facebook platform to enhance our brand visibility, engage with our audience, and provide updates about our products/services. We are committed to following Facebook's policies and guidelines to ensure a positive community experience.

Please let us know if you require any additional information or documentation to process our request. We look forward to your positive response.

Thank you for your assistance.

Sincerely,

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