

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

[Facebook Page Team]  
[Facebook Inc.]  
[Address]

[City, State, Zip Code]

Dear Facebook Page Team,

Subject: Request for [Specific Request - e.g., Page Verification, Page Creation, etc.]

I hope this message finds you well. My name is [Your Name], and I am [briefly introduce yourself and your association with the page, if applicable]. I am writing to formally request [describe your request clearly, including any relevant details about the page, such as its name, purpose, and any other pertinent information].

[Explain the reason for your request and any supporting information that may help your case. Be concise and to the point.]

I appreciate your attention to this matter and look forward to your prompt response. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Page Name, if applicable]