

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

Facebook Support Team  
Facebook, Inc.  
1 Hacker Way  
Menlo Park, CA 94025

Subject: Request for Facebook Page Creation

Dear Facebook Support Team,

I hope this message finds you well. I am writing to formally request the creation of a Facebook page for [Your Business/Organization Name], which aims to [briefly describe the purpose of the page, e.g., promote services, connect with the community, etc.].

The details for the page are as follows:

- **\*\*Page Name:\*\*** [Desired Page Name]
- **\*\*Category:\*\*** [Choose a category, e.g., Local Business, Community, etc.]
- **\*\*Description:\*\*** [A brief description of what the page will offer or promote]
- **\*\*Profile Picture:\*\*** [Mention if you have a logo or specific image for the profile picture]
- **\*\*Cover Photo:\*\*** [Mention if you have a specific cover image in mind]

I believe that having a presence on Facebook will greatly enhance our outreach and provide valuable engagement with our audience.

Please let me know if any additional information is required to proceed with this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Business/Organization Name]