

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

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

Dear [Recipient Name],

1. ****Introduction****

- Briefly introduce yourself and your organization.
- State the purpose of the letter regarding HQ location.

2. ****Background Information****

- Provide context for the HQ location decision.
- Mention key factors influencing this decision (e.g., market opportunity, operational efficiency, etc.).

3. ****Details of HQ Location****

- Specify the proposed headquarters location.
- Highlight the advantages of this location.

4. ****Impact on Business Operations****

- Discuss how this location will affect day-to-day operations.
- Explain any anticipated benefits (e.g., talent acquisition, logistics, etc.).

5. ****Call to Action****

- Request a meeting or discussion to further explore the implications of this decision.
- Invite feedback or questions regarding the HQ location.

6. ****Closing****

- Thank the recipient for their time and consideration.
- Look forward to their response.

Sincerely,

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