

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

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

Dear [Recipient's Name],

Subject: Request for OD Enhancement

I hope this letter finds you well. I am writing to formally request an enhancement in the Organizational Development (OD) initiatives within our team/department.

[Paragraph 1: Briefly explain the current situation and the need for enhancement.]

[Paragraph 2: Describe the benefits of the proposed OD enhancement and how it can positively impact the organization.]

[Paragraph 3: Include any supporting data, examples, or experiences that reinforce your request.]

I believe that through this enhancement, we can achieve [mention specific goals or outcomes]. I would appreciate the opportunity to discuss this further and explore possible next steps.

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

Sincerely,

[Your Name]

[Your Position]