

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

Dear [Recipient Name],

Subject: Enhancement Request for [Project/Software/Process Name]

I hope this message finds you well. I am writing to formally request an enhancement to [specific project, software, or process] that I believe will improve [specific functionality, efficiency, user experience, etc.].

****Current Situation****

[Briefly describe the current situation, outlining any challenges or limitations you have encountered.]

****Proposed Enhancement****

[Detail the proposed enhancement, including how it works and its potential benefits. Be specific about what changes you are suggesting.]

****Impact****

[Explain the expected impact of this enhancement, including any data or examples that support your request. Discuss how it aligns with company objectives or improves current operations.]

****Next Steps****

[I suggest a meeting or discussion to delve deeper into this enhancement request. Please let me know a convenient time for you.]

Thank you for considering this enhancement request. I look forward to discussing it further.

Best regards,

[Your Name]
[Your Position]