

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

[Recipient Name]  
[Recipient Position]  
[Recipient Department]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Organizational Development Enhancement

I hope this letter finds you well. I am writing to formally request an enhancement in our organizational development initiatives that could significantly contribute to [specific goal or outcome].

The current situation regarding [describe current situation or challenge] has prompted me to consider potential improvements in our processes. I believe that [describe proposed enhancement, such as training programs, workshops, or new methodologies] could lead to [describe expected benefits or outcomes].

I suggest we consider the following points:

1. [Point 1: Explanation of the enhancement]
2. [Point 2: Explanation of the enhancement]
3. [Point 3: Explanation of the enhancement]

Implementing these enhancements would not only [describe how it would address current issues] but also [describe how it aligns with the company's goals].

I would greatly appreciate the opportunity to discuss this proposal further and explore how we can collaborate to enhance our organizational development. Please let me know a convenient time for us to meet or if you would like any additional information.

Thank you for considering my request.

Sincerely,  
[Your Name]