

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

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

Dear [Recipient Name],

Subject: Request for [Specific Purpose/Request]

I hope this message finds you well. I am writing to formally request  
[briefly state the purpose of your request].

[Provide a detailed explanation of your request, including any relevant  
background information, context, or justification that supports your  
request. Be concise and clear about the specific action or assistance you  
are seeking from HQ.]

I believe that [explain the potential benefits or importance of your  
request to the organization or project].

Thank you for considering my request. I am looking forward to your  
positive response. Please feel free to reach out if you require any  
further information or clarification.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company Name]