

[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],

I hope this letter finds you well. I am writing to formally request  
[specific request] from the headquarters.

[Provide a brief explanation or rationale for your request, including any  
relevant details or background information.]

I believe that fulfilling this request will [explain the benefits or  
impacts of your request].

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

Sincerely,

[Your Name]

[Your Position]