

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the possibility of allocating additional resources for [specific project or initiative] that our team is currently undertaking.

As you are aware, [briefly describe the current situation and any challenges being faced]. In order to ensure the successful completion of this project and to meet our organizational goals, I believe that an increase in resources would be beneficial.

I appreciate your consideration of this request and would be happy to discuss this matter in further detail at your convenience. Thank you for your time and support.

Warm regards,

[Your Name]
[Your Position]