

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for More Space

Dear :

During a recent office meeting, you asked that all employees in my division assess what their needs would be for the new office design. After reviewing the blueprints, I have come to the conclusion that I will be in need of more office space. This is necessary because of the expansion of my work load and the amount of case files I will be required to handle.

If this is agreeable with you, I am requesting that the necessary changes be made to the blueprints.

Sincerely,

N A M E