

# Writing a Request Letter

## Definition:

- ❖ A request letter is a formal document written to seek permission, information, services, or any other specific favor from the recipient.
- ❖ It is commonly used in professional settings and needs to be composed in a courteous and respectful tone to achieve a positive response.
- ❖ Here's a detailed explanation of how to write a request letter:

## A. Purpose of a Request Letter

**Seek Permission:** To ask for approval or authorization for an action or activity.

**Request Information:** To obtain specific details or data.

**Request Services:** To ask for assistance or services.

**Seek Favors:** To request a specific favor or special consideration.

## Structure of a Request Letter

### 1. Sender's Information

**Placement:** Top of the letter.

**Content:** Include your name, address, phone number, and email.

### 2. Date

**Placement:** Below the sender's information.

**Content:** Write the date the letter is being sent.

### 3. Recipient's Information

**Placement:** Below the date.

**Content:** Include the recipient's name, title, company, and address.

#### 4. Salutation/Greeting

**Placement:** Below the recipient's information.

**Content:** Use a formal salutation, such as “Dear Mr./Ms. [Last Name]”,

#### 5. Subject Line

**Optional** but recommended for clarity.

**Placement:** Below the salutation.

**Content:** A brief statement indicating the letter's main topic.

#### 6. Introduction

**Purpose:** Introduce yourself and the reason for writing.

**Content:** Clearly state the purpose of the letter in the first paragraph.

**Example:** “I am writing to request [specific request] from your organization”.

## 7. Body

**Purpose:** Provide specific details about your request.

**Content:** Explain the reason for your request, the benefits or importance of granting it, and any relevant background information. Be concise yet thorough.

### Example:

I am requesting [specific request] due to [reason]. Granting this request will [benefits or importance]. Here are the specific details:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

## 8. Conclusion

**Purpose:** Summarize your request and indicate the next steps.

**Content:** Express appreciation for the recipient's time and consideration. Provide your contact information for follow-up.

**Example:** "Thank you for considering my request. Please contact me at [phone number] or [email] if you need any additional information".

## 9. Complimentary Close

**Purpose:** Provide a polite and respectful way to end the letter.

**Content:** Use a formal closing, such as "Sincerely", followed by your name and title.

## 10. Signature

**Placement:** Below the complimentary close.

**Content:** Include your handwritten signature (for printed letters) above your typed name and title.

## 11. Enclosures

**Optional** if you are including additional documents.

**Placement:** Below your typed name and title.

**Content:** List any enclosed documents that support your request.

## Example of a Request Letter

Jay Sharma

123 Main St.

City, State, ZIP Code

Phone: 99 ..... 90

Email: jay.sharma@example.com

July 3, 2024

Mr. Sameer Dalal

Human Resources Manager

XYZ Corporation

456 Company Ave.

City, State, ZIP Code

Dear Mr. Dalal,

**Subject: Request for Extended Leave of Absence**

I am writing to request an extended leave of absence from work due to a family emergency. My mother has recently fallen ill, and I need to travel to care for her.

I am requesting leave starting from July 15, 2024, to August 15, 2024. Granting this leave will allow me to ensure my mother receives the necessary care and support. Here are the specific details of my request:

1. I will complete all my current projects before my leave.
2. I am willing to assist in training a temporary replacement.
3. I will remain available via email for any urgent matters during my absence.

Thank you for considering my request. Please contact me at 99..... 90 or jay.sharma@example.com if you need any additional information.

**Sincerely,**

[Handwritten Signature]

Jay Sharma