Formal Request Letter Example

[Date]

[Recipient’s Name]

[Recipient’s Address]

[City, State, Zip Code]

Subject: Request Letter for [Nature of Request]

Dear [Mr./Mrs./Ms. Last Name]

In this instance, the letter is addressed to a [Product Name] or [Product Number]. Your firm erected it in my [Company Name] parking lot on [Date].

The alarm is so sensitive that it often goes off when there is barely any movement, which has then led to complaints from my employees about the sudden and loud noise blasts. This has also been an issue for my clients. I would highly appreciate it if you could send a technician over as soon as possible to fix this problem.

Thank you for your time and consideration.

Sincerely,

Lana Snow

Sahara Enterprises