

HOW TO WRITE A REQUEST LETTER

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Introduction

A request letter is being written to attract the attention of the person towards your legitimate demands. Through this letter, you can express your inner feelings into words. Request letter can be written on any occasion whether it is related to job promotion or increment, asking for a donation, requesting for a recommendation, business dealings etc. It is essential to write your request letter with politeness and sincerity.

How to Write a Request Letter Tips

Few tips should be considered while writing an effective request letter:

- First and foremost it is vital to keep your request letter simple and precise.
- You should clearly state the reason behind your request with politeness in your words.
- You should also enclose documents supporting your request with the letter.
- Be professional in your approach.
- The wordings of the letter should be such that the reader truly empathizes with your request.
- Once you have completed writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample How to Write a Request Letter

To,

Manager

Yes Bank

San Francisco

Date (Date on which letter is written)

From,

John Abraham

Sub: Requesting for stop payment of cheque no. 000098 dated 27th July

Dear Mr. Pereira,

This is to bring to your kind attention that I hold a saving account in your prestigious Bank A/c no. 0097895643. I have recently issued a cheque to my client, cheque no. 000098 dated 27th July, but unfortunately my accounts department told me that the amount in your bank is not sufficient for the cheque. Thereby, I request you to please do the stop payment of the cheque. I will also intimate my client regarding the inconvenience caused to him from our end.

I will be very grateful to you if you could take prompt action regarding this matter.

Thanking you,

Yours faithfully

Mr. John Abraham

How to Write a Request Letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____,

This is to bring to your kind consideration that I hold a saving account in your bank A/c no. _____ . I have recently issued a cheque to my supplier as a payment for his goods. Cheque no. is _____ dated _____ , but due to some reason, he has misplaced the same. I kindly request you to do the stop payment of the same.

I would be really grateful to you if you could do the needful at the earliest.

Thanking you,

Yours faithfully,

(_____)

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