

## SAMPLE REQUEST LETTER

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## Introduction

Request letters are written for many reasons: to request a leave or a promotion, to seek information on a product or for any other professional or personal reasons. The request letters are written to express the mood of your emotions. Through this letter you can even spread a message on what is happening in the society and how we can improve the same.

## Sample Request Letter Tips

Following tips should be considered for writing an effective request letter:

- First and foremost before putting forward your request, you must express gratitude towards a person for his help or service
- You can clearly state the reason behind your request in the letter.
- Tone of the letter should be formal and convincing.
- Wordings of the letter should be polite enough to support your request.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

## Sample Sample Request Letter

To,

The Residents

South Avenue Apartments

Atlanta

Date (Date on which letter is written)

From,

Mr. Joseph Smith

President

Resident Welfare Association

Sub: Seeking support on maintaining cleanliness in the apartment

Dear All,

As you all are aware, South Avenue is considered to be among the polished areas in town. People living in our society are highly educated and are working in corporate on a reputed post. These days, I am observing that people are dumping garbage wherever they feel like instead of using dustbins. I would like to request you all to maintain cleanliness and hygiene in the Avenue by using dustbins. By doing this, we are protecting the environment also.

The association has imposed a penalty of \$40 if somebody is seen throwing garbage in open. I hope you all will understand and cooperate with us in maintaining cleanliness in the society.

Thanking you,

Yours sincerely'

Joseph Smith

President

## Sample Request Letter Template

To,

\_\_\_\_\_

\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_

\_\_\_\_\_

Sub: \_\_\_\_\_

Dear \_\_\_\_\_,

I would like to bring to your kind attention that in order to maintain cleanliness in our society, association has put \_\_\_\_\_ and \_\_\_\_\_ in various parts of the locality, but still some residents are throwing garbage in open. I would kindly request you all to cooperate with us in maintaining cleanliness and hygiene in the society to preserve the environment.

If any resident is found disobeying the rule, penalty of \_\_\_\_\_ would be levied on him. I hope that you all will understand and cooperate with us in making our society a neat and healthy one.

Thanking you,

Yours sincerely'

(\_\_\_\_\_)

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