

Request Letter

The request letter is written when you need certain information, permission, favor, service or any other matter that requires a courteous and humble request. A request letter is being written to draw the person's attention to our legitimate demands. One can express his inner feelings through this letter.

An request letter is written for various purposes, these purposes may be related to:

- Meeting
- Holiday
- Bank purposes
- Jobs

Request can be there in various type of letters. Invitation letter, persuasive letter, announcement letter requesting for your presence at certain events are some examples of request. A cover letter is also a type of request, as it asks to be considered for a publication or requests information about a job. Similarly, a cancellation letter, a maternity leave letter, a friendly letter, a love letter, a request letter, etc., have request tones.

A request letter cab be both formal as well as informal. A formal request letter is written in a formal writing style, complete with its full details and the recipient's full details. Depending on the purpose or motive, the request letters can be long or short. But they always need to be specific and direct.

One of the benefits of a request letter is that it reduces pressure on the recipient and prevents the sender from embarrassing himself.

Tips for writing Request Letter

- It is vital to keep your request letter simple and accurate.
- Be professional.
- You must clearly state the reason behind your request with courtesy in your words.
- You must also include documents that support your request with the letter.
- Once you have finished writing the letter, recheck it for spelling or punctuation errors.
- Official request letters require letterhead. It establishes authority and makes it valuable to the recipient's attention. If you have preprinted letterhead, use it. Informal application letters do not require it and one can use it as desired.
- Although hard copy is a good option, but sending it by email guarantees prompt delivery.
- Request letters should be sent at the most appropriate time. If a person or individual receives a request at a time when he / she is busiest or when there are too many restrictions and / or commitments, the request may be neglected. Get to know the recipient's schedule and see when the most responsive time is and then submit the request.
- Keep a positive approach throughout the letter; make it look like your request will be honored. Make the reader feel good like he's doing a really noble act.

REQUEST LETTER

FORMAT

Your Name

Your Address or Letterhead

Recipient's Name

Recipient's Address

Date

HEADER

Reference or Subject

Dear Recipient (Salutation)

1st Paragraph - Introduction to request

2nd Paragraph - Details of the request.

3rd Paragraph - Intimation for any other communication and so on.

BODY

Subscription - Thanking you, yours sincerely etc.

Signature

Your Full Name

ENCL (optional) means 'enclosure' which can be any related attached document.

CLOSING

CC (as required) stands for 'Carbon Copy'. It means the same copy has been sent to one or many people.