MEMO OF REQUEST

**Memo**

**To:** [Recipients' Names/Departments]

**From:** [Your Name/Position]

**Date:** [Date]

**Subject: Request for [Subject of Request]**

**Dear [Recipients' Names/Departments],**

I am writing to formally request [briefly describe the request]. Your assistance and cooperation in this matter are highly appreciated.

**Details of the Request:**

What: [Describe what is being requested]

Why: [Reason for the request]

When: [Deadline or specific date, if applicable]

How: [Any specific actions or procedures to follow]

**Key Points:**

[Key Point 1]

[Key Point 2]

[Key Point 3]

**Additional Information:**

[Provide any additional information or context needed to understand and fulfill the request]

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]