To,

[Name of Recipient]

[Designation of Recipient]

[Department Name]

Date:

**Subject: Request Letter for Assistance within the Organization**

Dear Sir/Madam,

I am writing this letter to request for the assistance required in the Admin Department. As we discussed in our meeting last week, we require certain transactions from the first quarter of the ongoing financial year to be verified. It is a time consuming process and we are already facing a shortage of staff in the Admin Department.

So I request you to please provide some assistance to us so as to make sure that the aforementioned task is completed on time.

Feel free to contact me for any further details. Looking forward to a positive response.

Kind Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]