[Company Name]

**[**Street Address, City, ST ZIP Code]

[Phone]

[Email]

**[**Website]

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient,

In view of our latest project, I would like to request you for additional staff hiring. The current members of my department are already committed to other work duties. They will not be able to cope with any extra responsibilities to meet the deadline for the new project. I, therefore, request you to hire three new employees to serve as (names of specific posts) in the department.

With the additional staff, the overall responsibilities will be shared. This, in turn, will help in improving the productivity of my team.

Since the project needs to be delivered in a month, the new hiring’s must be done at our priority. Please consider my request as it is important for the success of the entire organization.

I eagerly await your response.

Warm regards,

Name Here

Your Title