**REQUEST LETTER TIPS**

* A request letter is written to ask for a favor. Hence the language should be simple and polite.
* Be straightforward and to the point
* Introduce yourself and tactfully address the reader
* Put forward reasonable demands as polite requests.
* Mention the exact point and be brief in communication
* Write where the person can contact you for further details
* If asking for a favor, mention your ways of returning it.
* Do not apologize for asking for the favor. Make it look like it will return another good turn.
* Ask for an appointment or a personal meeting if the favor is too big and requires the involvement of people in higher positions
* Mention alternatives if the favor is too big or according to you maybe beyond the means of the addressee.
* Don’t forget to thank the person.