Date

To

Recipient Name

Street Address

City, ST ZIP Code

**Subject:** Request for land

I am a widow living in [city/county]. My husband died eight years ago, and I have three dependent children. I have been running a local coffee shop in my area to make ends meet. However, recently the land my coffee shop was located on has been sold to a large contractor that plans to build a contemporary building in its place.

As a result, my only source of livelihood is endangered. I have meager savings of $3500/- and cannot afford to buy a shop in the new building. I am therefore requesting the government to grant me a small piece of land on lease in the nearby area, so I may shift my coffee shop there and feed my family. I hope the government can consider my request and help me.

Look forward to your positive reply.

Sincerely,

[Your Name]  
[Address]