**To**

**[The Designation]  
[The Company Name]  
[Address]**

**Subject: Request to increase the staff for [X]**

Dear Mr. ABC,

I am writing this letter as I have identified the need to hire (state number) additional full-time permanent staff members for the customer service team. It is necessary to have customer service representatives to aid the team in better handling customer issues in a timely way.

The increase in our customer base requires the need of hiring more people to listen to their concerns so that our communication is effective.

I know we will need to pay these people and so I looked at my team’s budget and saw there are funds that we can reallocate to pay these people.

If we do not hire more people, it can affect the satisfaction level of customers.

If you have any queries, feel free to contact me.

[Your Name]  
[Designation]  
[Company Name]