

 Formal Letter LLC

**Formal Letter LLC**  
Street  
City Postal Code  
Country

23 December 2022

Local Supermarket  
Att: Manager  
123 Main Street  
Anytown, USA 12345

Dear Supermarket Manager,

I am writing to request that you consider extending the opening hours of your supermarket on Christmas Day until 11pm. I understand that this is a busy time of year for your business, but I believe it would be a valuable service to the community to provide an additional few hours for shoppers to purchase items for their holiday dinners.

As a busy lawyer, I often do not have the time to run errands during regular business hours. I am sure that I am not the only member of the community who would appreciate the opportunity to do some last-minute shopping on Christmas Day.

I understand that this may require some additional staffing and logistical arrangements on your part, but I believe it would be worth the effort to accommodate the needs of your customers during this special time of year.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,  
John Smith