

## Letter to Request Assistance from Someone in another Firm

**Benjamin Franklin**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's Name],

I would like to express my gratitude towards all your support that you have provided me in the past. We are right now facing a case in the company where an employee must undergo some disciplinary actions. The nature of the case has made it very difficult for us to handle it alone. I would like to request you to come and have a consultation session with us in coming week. Your advice will be very helpful for us. We will appreciate you and your support. Thank you so much!

Sincerely,

**Benjamin Franklin**

[Senders Title] -Optional-