

Organizational Change Proposal

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Company/Organization Name]
[Insert Company Address]

Dear [Recipient's Name],

I am writing to propose an organizational change that I believe will significantly enhance our operations and improve overall efficiency. The proposed changes are outlined below:

Proposed Change:

[Describe the proposed change in detail]

Rationale:

[Explain the reasoning behind the change, including any relevant data or examples]

Expected Benefits:

[List the expected benefits and positive outcomes of the proposed change]

Implementation Plan:

[Briefly outline how the change will be implemented, including timelines and key stakeholders]

Conclusion:

I believe that this proposed change is crucial for our continued success and would appreciate your review and support in moving forward with this initiative.

Thank you for considering this proposal. I look forward to discussing this further.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]