

Sales Territory Allocation

Date: [Insert Date]

To: [Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

We are pleased to inform you about the allocation of your sales territory for the upcoming quarter. After careful consideration of your strengths and current market dynamics, you've been assigned the following areas:

- Region 1: [Description of Region 1]
- Region 2: [Description of Region 2]
- Region 3: [Description of Region 3]

This allocation aims to maximize your coverage and leverage your existing client relationships. We believe that these territories will present you with ample opportunities to achieve and exceed your sales targets.

Please review the attached map and list of key accounts within your assigned territories. We encourage you to start planning your outreach strategy at your earliest convenience.

If you have any questions or need further clarification regarding your new responsibilities, please do not hesitate to reach out.

Wishing you great success in your endeavors!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]