

# Board of Directors

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

## **Subject: Supplementing Customer Service Staff Resources**

Dear [Recipient's Name],

As a member of the Board of Directors, I am reaching out to discuss an important matter regarding our customer service department. It has come to our attention that the increasing volume of customer inquiries and the growing complexity of issues require enhanced staff resources to maintain our high standards of service.

To address these challenges, I propose that we evaluate options for supplementing our customer service staff. This could involve hiring additional personnel, investing in training programs, or utilizing temporary staffing solutions during peak periods.

An increase in our customer service capacity will not only improve response times but also enhance overall customer satisfaction. I believe that this strategic investment will reflect positively on our company's reputation and contribute to long-term growth.

I would appreciate your feedback on this proposal and any insights you might have regarding potential solutions. I look forward to discussing this further at our upcoming board meeting.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]