

# Letter to Management

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Advocating for a Manageable Workload

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss the current workload within our team and how it may be affecting our overall productivity and well-being.

While I appreciate the trust you place in us and the ambitious goals we strive for, I have noticed that the volume of tasks has significantly increased. This has led to feelings of being overwhelmed among team members.

To maintain our high standards of work and ensure that we can continue to meet our objectives effectively, I would like to propose a review of our current workloads. This could involve prioritizing tasks, redistributing responsibilities, or even considering additional resources where necessary.

By ensuring that our workload remains manageable, we can enhance both our productivity and team morale, ultimately contributing to our success as a department.

Thank you for considering this important matter. I look forward to discussing this further and working together towards a sustainable solution.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]