

# Workflow Adjustment Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Workflow Adjustment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an adjustment to our current workflow regarding [specific process or task]. After careful analysis and feedback from the team, I believe that implementing the following changes could significantly improve our efficiency and output quality.

## Proposed Adjustments:

- Adjustment 1: [Describe the first proposed adjustment]
- Adjustment 2: [Describe the second proposed adjustment]
- Adjustment 3: [Describe the third proposed adjustment]

## Rationale:

[Provide reasons for the adjustments, including any data or examples that support your proposal.]

## Impact:

[Discuss the expected positive outcomes of these adjustments on the workflow, team morale, or project timelines.]

I am looking forward to discussing this proposal in more detail and am open to feedback. Thank you for considering this adjustment to our workflow.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]