

Personnel Request for Transport Management

Date: **[Insert Date]**

To: **[Manager's Name]**

From: **[Your Name]**

Department: **[Your Department]**

Subject: Personnel Request for Transport Management

Dear **[Manager's Name]**,

I am writing to formally request the addition of personnel to our transport management team. As we continue to experience an increase in demand for our transport services, it has become evident that additional staff will be essential to maintain our service quality and efficiency.

The following positions are recommended for consideration:

- **Transport Coordinator** - To oversee daily operations and logistics.
- **Driver** - To ensure timely and safe transport of goods and personnel.
- **Logistics Assistant** - To assist with scheduling and route planning.

By adding these roles, we can improve our capacity to meet service demands and enhance overall team performance. I believe this addition will greatly benefit our operations.

Thank you for considering this request. I am happy to discuss this further and provide any additional information needed.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]