

Book Distribution Plan Revision

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Revision of Book Distribution Plan

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about the proposed revisions to the book distribution plan for [specific period or event]. After reviewing the current plan and considering recent feedback, we believe these adjustments will enhance our overall effectiveness.

Revised Distribution Plan

- **Target Audience:** [Specify target audience]
- **Books to be Distributed:** [List of books]
- **Distribution Timeline:** [Revised Timeline]
- **Distribution Channels:** [Specify channels, e.g., schools, libraries, online]

We are confident that these revisions will optimize our outreach and improve access to our books. I welcome any feedback or suggestions you may have regarding this revised plan.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]