

Subject: Proactive Sales Territory Adjustments for Enhanced Outreach

Dear [Sales Team/Individual Name],

As part of our ongoing efforts to optimize our sales strategy and improve our outreach, we are implementing some proactive adjustments to our sales territories. These changes are aimed at aligning our resources more effectively and ensuring that we capitalize on growth opportunities.

Proposed Adjustments

- **Region A:** Addition of [specific area] to increase client engagement.
- **Region B:** Redistribution of accounts based on recent sales data and market trends.
- **Region C:** Enhanced support with the introduction of [new tools/resources].

These adjustments will take effect from [start date], and we encourage each of you to proactively reach out to your newly assigned clients to introduce yourself and assess their needs.

Next Steps

1. Review your new territory assignments in the attached document.
2. Schedule a meeting with your team to share insights and strategies.
3. Begin outreach efforts by [specific date].

We believe these changes will lead to improved client relationships and increased sales performance. Your cooperation and proactive engagement in this transition are greatly appreciated.

Best regards,

[Your Name]
[Your Position]
[Your Company]