

Revised Sales Territory Distribution

Date: [Insert Date]

To: All Sales Department Members

From: [Your Name]
[Your Position]
[Company Name]

Dear Team,

We are writing to inform you about the revised distribution of sales territories effective [Effective Date]. After careful consideration and analysis, these changes have been made to optimize our resources and better serve our clients.

Attached you will find a detailed map of the new territories along with a list of accounts assigned to each territory. We believe that these adjustments will enhance our sales efforts and improve overall performance.

We appreciate your flexibility and cooperation during this transition. Please review the updated territories and feel free to reach out with any questions or concerns.

Thank you for your continued dedication and hard work.

Best regards,

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