

Upcoming Sales Territory Modifications

Dear Team,

We hope this message finds you well. As part of our ongoing efforts to optimize our sales strategy, we will be implementing modifications to our sales territories effective from **[Effective Date]**.

These changes are designed to enhance our coverage and improve customer engagement. The details of the territory modifications are outlined as follows:

- **Region A:** [Details of modifications]
- **Region B:** [Details of modifications]
- **Region C:** [Details of modifications]

Please mark your calendars for a staff briefing scheduled on **[Date]** at **[Time]**, where we will discuss these changes in further detail and address any questions you may have.

Your support and cooperation during this transition are invaluable. Together, we will achieve our sales objectives and continue to deliver exceptional service to our clients.

Thank you,

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