

# Facility Layout Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about a proposed adjustment to the facility layout at [Facility/Company Name]. This adjustment is intended to enhance operational efficiency and improve our overall workflow.

The proposed changes include:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

We believe these modifications will lead to better productivity and a safer working environment. We appreciate your feedback and would like to schedule a meeting to discuss this further.

Thank you for your attention to this matter. Please let us know your available times for a discussion.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]