

Feedback Request: Desk Relocation

Dear [Recipient's Name],

I hope this message finds you well. As you may know, we are in the process of relocating desks within our office space to enhance collaboration and efficiency.

We would greatly appreciate your feedback on the following aspects:

- Your current desk location vs. the new proposed location
- Any concerns regarding the transition
- Suggestions for improving the relocation process

Your insights are invaluable to us, and we want to ensure that the transition is as smooth as possible. Please reply by [specific date] with your thoughts.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Your Company]