

[Your Name]

[Your Position]

[Department Name]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an alteration to our current departmental reporting structure.

The changes outlined below are intended to enhance efficiency and improve clarity in our reports:

- **Change 1:** [Description of the change]
- **Change 2:** [Description of the change]
- **Change 3:** [Description of the change]

We believe that implementing these changes will facilitate better communication and allow for more accurate data analysis. I would appreciate the opportunity to discuss this further and gather any feedback you may have.

Thank you for considering this proposal. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]