

Restructuring Consultation Request

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a consultation regarding the proposed restructuring of [specific department or division] within our organization.

Given the current market trends and changes in our operational strategy, I believe it is crucial to assess the potential impacts and the best course of action moving forward. I would appreciate the opportunity to discuss this matter further and gather your insights.

Please let me know your availability for a meeting over the coming weeks. I look forward to your response.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]
[Your Contact Information]