

Seat Setup Revision Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a revision to the current seating arrangement in our office to improve productivity and collaboration.

Proposed Changes

- Relocate team members [names or roles] to promote better communication.
- Introduce collaborative spaces for brainstorming sessions.
- Adjust seating for improved ergonomics and comfort.

Justification

Research indicates that an optimized seating arrangement can lead to [specific benefits, e.g., increased productivity, enhanced teamwork, etc.]. I believe these changes will foster a more dynamic work environment.

Implementation Plan

The proposed changes can be implemented over [timeframe], with minimal disruption to current operations. I have attached a visual layout for your review.

Conclusion

I look forward to discussing this proposal with you further. Please let me know a convenient time for us to meet or if you have any questions.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]