

Letter of Demand for Additional Supervisory Staff

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming events scheduled for [insert dates], I would like to formally request an increase in the number of supervisory staff assigned to manage these events.

Given the scale and complexity of the upcoming events, including [briefly describe events, e.g., "our annual conference, workshop series, and community outreach program"], it is crucial that we ensure adequate supervision to maintain safety, organization, and a smooth experience for our attendees.

Currently, we have [insert current number of supervisory staff], which I believe is insufficient considering the expected turnout and activities planned. I recommend increasing this number to [suggested number] to guarantee effective oversight and management throughout the duration of the events.

Thank you for considering this request. I am looking forward to your positive response and to discussing this matter further.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]