

Carpet Replacement Plan

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Carpet Replacement Plan for [Hotel/Facility Name]

Dear [Recipient Name],

We are committed to providing an exceptional experience for our guests at [Hotel/Facility Name]. In line with our ongoing efforts to maintain and upgrade our facilities, we have identified the need for a comprehensive carpet replacement plan.

Overview

The current carpets have shown signs of wear and tear, which does not align with our commitment to quality. Our objective is to replace the carpets to enhance aesthetic appeal, comfort, and hygiene within our premises.

Plan Details

- **Location:** [Specify areas to be replaced]
- **Timeline:** [Insert estimated start and end dates]
- **Budget:** [Insert budget details]
- **Vendor:** [Specify vendor if already selected]

Impact on Operations

We will ensure minimal disruption to our guests and operations during the replacement. Work will be scheduled during off-peak hours to maintain our service standards.

Next Steps

We request your feedback and approval on this plan by [Insert response deadline]. Thank you for your attention to this important upgrade.

Best regards,

[Your Name]

[Your Position]

[Hotel/Facility Name]
[Contact Information]