

Quick Suggestion Email to CEO About Office Facilities

Subject: Suggestion on Office Facilities Improvement

Dear [CEO's Name],

Just a small suggestion—could we consider adding more collaborative workspaces or quiet rooms in the office? It would help different working styles and improve focus during high-demand periods.

I've noticed this model working well in other organizations and thought it could be beneficial for us too.

Thanks for your consideration!

Regards,

[Your Name]

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