

Formal Suggestion Letter for Resource Allocation

Dear [Manager's Name],

I would like to submit a suggestion regarding the allocation of resources within our department.

Providing additional [resource, e.g., software tools, training] can improve efficiency and reduce bottlenecks.

I have analyzed the current requirements and am confident that this adjustment will positively impact team performance. I am available to present a detailed plan if required.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/suggestion-letter-to-manager>