Date: 03/02/20XX

Dear Sir,

Before going ahead to write this letter to you, let me first have the privilege to introduce myself to you. I, Rosemond Bell, am a devoted employee to your company [write the company’s name here] from the past 8-years and it is going smoothly for me.

However, there is one major problem that is of a great hindrance to other workers and me. The interior design, structure, and resources of our offices used to be state-of-the-art and a model for other companies that attracted great clientage for us. Sadly, they are now outdated and chaotic for all of us. It has become quite impossible to produce the same kind of leading results in such an unhealthy environment.

Henceforth, I propose you remodel the interior design into a place more spacious, eye-catching, nature friendly, and more presentable to both the clients and the employees. We shall have our glory and leadership entitlement back with it. Currently, we look forward to working with major companies in the state, and this change will allow us to make an outstanding deal with them.

The proposal includes a meeting room for teamwork, personal relaxation corner, indoor plants, reinstallation of windows and the roof, and a sunroom to accompany nature.

We commit to use these resources responsibly. We look forward to your suggestions and feedback.

Sincerely,

Rosemond Bell