

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Directive – Issue Directive to Adjust Territories or Structures

Dear :

On {date}, {company/organization} will be expanding its demographic areas. We will be making many adjustments to our present territories/structures. These adjustments will be made according to the following instructions: { }.

If you have any questions, please do not hesitate to contact me. Thank you for your cooperation in this matter.

Sincerely,

N A M E