To,

Mr. John Woods  
CEO Vivo Mobiles

Dear Mr. Woods,

It is stated that I, the Senior Project Manager of [X], request you to permit me the recruitment of 35 halftime seasonal employees in the packaging and design department. Also, it would be preferred that I hire another full-time Sales Associate Manager for the newly opened branch office near [X], as we do not have enough sales managers over there till now which is making things difficult to manage regarding the sales department.

The new promotion operation has improved our sales by as much as 40%. We are lagging in receiving online orders at our official website for the last two days, which is far less than our estimated target to be achieved and expected to grow. However, it has been declining due to lack of properly skilled employees in order coordination department and due to higher rate of employee turnover because of the increasing fame of Nexus Mobiles.

We would not be able to keep up without being provided with tentative assistance, especially at the time of the holiday season. Customers have been complaining at the help desk online and been calling at our customer representative helplines, and when they are made to wait for their turn, they walk out or cancel the aim to seek help and to know the reason behind the delay caused.

With the help of 35 additional and freshly recruited staff members, we would be able to improve our customer service help desk system, packaging, and design issues, as well as a newly hired Associate Sales Manager, would handle things well in the new branch. This will eventually help us gain back our lost profits and repute in the Mobile industry as our rivals wait for the chance to leap over us.

Hence, it is suggested with due respect, that seasonal people should be recruited for improvement of our packaging and design-related issues, as well as meet our weekly targets in a smoothly managed manner.

The new branch office located at the Independent Avenue has recorded a boost in sales in the last 24 hours. The credit for those goes to our highly determined and ambitious Sales Associate Managers appointed over there. Nevertheless, it would not be a very good idea to expect more than a 12-hour shift in a day from them as they would get burnout and overburdened. They would probably quit the job sooner or later and join our competitors i.e., Nexus Mobiles if we do not recruit more people on board.

Thus, it would really be appreciated that my suggestion and request is not only considered, but also fulfilled in the due time, lest we face any more setbacks as a company. Thank you for your time and consideration.

Yours sincerely,

Patrick Holmes   
Senior Project Manager