
Request For Approval Letter For Uniform

Sarah Green

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July 4, 2024

David Thompson

Operations Director

Greenfield Logistics

789 Oak Street

Greenfield, CA 93927

Dear David Thompson,

I hope this message finds you well. I am writing to seek your approval for the implementation of new uniforms for our Logistics Department.

The purpose of introducing uniforms is to promote a professional image and enhance team spirit. We believe that uniforms will create a cohesive look and foster a sense of unity among team members.

Below are the key details of the proposed uniform plan:

- **Design:** The uniforms will feature a modern design with the company colors (green and white) and the company logo prominently displayed on the front. They will include both shirts and trousers made from durable, breathable fabric.

- **Suppliers:** We have identified two potential suppliers: Uniform Solutions Inc. and Professional Apparel Ltd.
- **Cost:** The estimated cost per uniform is \$50, with a total budget required for all employees being approximately \$5,000.
- **Implementation Date:** We suggest rolling out the new uniforms starting September 1, 2024.
- **Maintenance:** Uniforms will be replaced annually or as needed, with employees responsible for regular cleaning and care.

I have attached a detailed proposal, including designs and cost estimates, for your review.

I kindly request your approval to proceed with the implementation of the new uniforms. If there are any concerns or additional information needed, please let me know. I am more than willing to discuss this further and make any necessary adjustments.

Thank you for considering my request. I look forward to your positive response.

Best regards,

Sarah Green

Logistics Coordinator

Logistics Department