

DATE: [Insert Date]

TO: [Branch Manager Name]

FROM: [Your Name/Department]

SUBJECT: Directive Regarding [Specific Policy/Procedure/Goal]

Dear [Branch Manager Name],

This letter serves as a formal directive regarding [briefly state the subject]. Effective [Start Date], you are instructed to implement the following actions at your branch:

- [Directive Action Item 1]
- [Directive Action Item 2]
- [Directive Action Item 3]

The objective of this directive is to [state purpose, e.g., increase efficiency, ensure compliance, or meet sales targets]. It is expected that these procedures are followed strictly to ensure consistency across all branch locations.

Please provide a progress report or confirmation of implementation by [Insert Deadline Date]. If you require additional resources or clarification regarding these instructions, please contact [Department/Contact Person] immediately.

Failure to comply with this directive may result in [mention consequences if applicable]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]