

[Your Name]
[Your Title]
[Your Department/Organization]
[Date]

[Regional Director Name]
Regional Director
[Region Name]
[Organization Name]

Subject: Implementation Notice for [Project/Program Name]

Dear [Regional Director Name],

This letter serves as formal notification regarding the implementation of [Project/Program Name] within the [Region Name] region, effective [Start Date].

The primary objectives of this implementation are:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Our team has completed the necessary preparatory phases, including risk assessments and resource allocation. We have scheduled the following key milestones:

- Phase 1: [Task/Milestone] - [Date]
- Phase 2: [Task/Milestone] - [Date]
- Full Launch: [Date]

We request your support in coordinating with local department heads to ensure seamless integration. Attached to this letter is the full implementation plan and a list of required resources.

Please let us know if you require a formal briefing or any further documentation regarding this rollout. We look forward to your leadership in making this initiative a success.

Sincerely,

[Signature]
[Your Printed Name]
[Your Contact Information]