

**To:** [Owner Name/Board of Directors]

**From:** [Your Name]

**Date:** [Current Date]

**Subject:** Proposal for Operational Support and Workload Adjustment

Dear [Recipient Name],

I am writing to you today to discuss the current management of [Property Name]. I remain deeply committed to the success of this property and the satisfaction of our residents; however, the current volume of responsibilities has reached a level that is no longer sustainable for a single individual to manage effectively.

To ensure that the property continues to receive the high standard of care it deserves and to prevent operational oversight, I would like to propose the following adjustments to my current role:

- **Additional Support:** Hiring a part-time administrative assistant or a dedicated maintenance coordinator to handle daily inquiries and work orders.
- **Software Implementation:** Investing in property management software to automate rent collection and maintenance tracking.
- **Communication Boundaries:** Establishing specific "office hours" for non-emergency resident requests to allow for focused administrative time.
- **Task Delegation:** Outsourcing [Specific Task, e.g., Vendor Bidding or Inspections] to a third-party service.

My goal is to transition from a reactive state to a proactive management style. This shift will allow me to focus on long-term value, budget optimization, and resident retention rather than immediate crisis management.

I would appreciate the opportunity to meet with you on [Date/Time] to discuss how we can implement these changes to ensure the continued growth and stability of [Property Name].

Sincerely,

[Your Name]

[Your Title]