Facility Location and Layout Planning

Institution:

Date:

To: Jim Watson

From: Employer

Date: 6th October 2018

Subject: Location Alternatives

Dear Watson,

Hello Mr. Watson. I am writing to inform you that I will need to have you forward to me specific information that will act as a guide for me to choose the best location for the new restaurant. First of all, I want information about the raw materials which the restaurant uses. I need you to give me such information like the type of raw material, the amount and the means of transport as well as the frequency with which the restaurant requires the raw materials. This is a crucial factor in deciding the location of a firm. Ideally, by knowing the aforementioned information, I will be able to come up with an informed decision about the location of the restaurant. For example, I will be able to know whether the firm needs to be located near a raw material source, the transport system as well as the suppliers available. This helps to ensure the sustainability of the firm.

Additionally, I need to have information related to the nature of the product as this will be integral in deciding whether the restaurant will need to be located near the customers or not. Besides, I need to know about the nature of technology that is used in the restaurant. This is very critical because it will help me in choosing a location whose technology capacity can support our business. The organizational culture of the restaurant is also imperative. I will need to know more about it so that I understand which area has a culture that well fits our organizational culture. This is one area that I need to be careful about lest the restaurant faces challenges due to culture differences. I will also want you to provide me with the number of employees working in the restaurant so that I can estimate the number of workers the new restaurant will need. This will help to select a location that has plenty of labor as well as employees who have skills in the relevant field. Looking forward to getting the information from you as soon as possible. Regards,