

Manufacturing Project Time Allocation Details

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Time Allocation for Manufacturing Project

Dear [Recipient Name],

We are writing to provide you with the time allocation details for the upcoming manufacturing project titled "[Project Title]." Below is the breakdown of the project phases and their respective time allocations:

Project Phase	Start Date	End Date	Total Hours
Phase 1: Planning	[Start Date]	[End Date]	[Total Hours]
Phase 2: Design	[Start Date]	[End Date]	[Total Hours]
Phase 3: Production	[Start Date]	[End Date]	[Total Hours]
Phase 4: Quality Control	[Start Date]	[End Date]	[Total Hours]
Phase 5: Delivery	[Start Date]	[End Date]	[Total Hours]

If you have any questions or need further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]