

Confirmation of Approved Resource Reallocation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Approved Resource Reallocation

Dear [Recipient's Name],

We are pleased to inform you that your request for resource reallocation has been approved. The details are as follows:

- **Resource Type:** [Specify Resource Type]
- **Current Allocation:** [Specify Current Allocation]
- **New Allocation:** [Specify New Allocation]
- **Effective Date:** [Specify Effective Date]

Please ensure that the allocated resources are utilized as per the approved guidelines. Should you have any questions or require further assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]