

# Resource Transfer Request Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Resource Transfer Request

Dear [Recipient Name],

This letter is to formally notify you regarding the request for resource transfer submitted on [Insert Date of Request]. The following resources are proposed for transfer:

- **Resource Name:** [Insert Resource Name]
- **Type:** [Insert Resource Type]
- **Quantity:** [Insert Quantity]
- **Current Location:** [Insert Current Location]
- **Requested Location:** [Insert Requested Location]

Please review this request and provide your approval or any additional feedback by [Insert Response Deadline]. Your prompt attention to this matter is greatly appreciated to ensure a smooth transition of resources.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]