Notification of Computing Resources Distribution Adjustment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Dear [Recipient's Name],

We would like to inform you that there has been an adjustment in the distribution of computing resources within our department. This decision has been made to enhance efficiency and better support ongoing projects.

Details of the Adjustment:

- **Previous Allocation:** [Previous Resource Allocation]
- **New Allocation:** [New Resource Allocation]
- **Effective Date:** [Effective Date]

If you have any concerns or require further clarification regarding this adjustment, please feel free to reach out to me directly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Contact Information]