

# Adjustment Proposal for Resource Allocation

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]

Dear [Recipient's Name],

I am writing to propose an adjustment in the allocation of resources within our department/project. Due to [briefly explain reason for adjustment, e.g., increased demand, project scope change], it has become evident that our current resources are insufficient to meet our goals effectively.

In light of this, I suggest the following adjustments:

- [Detail the first proposed adjustment]
- [Detail the second proposed adjustment]
- [Detail any additional adjustments]

These changes would foster [explain the benefits of the proposed adjustments, e.g., improved efficiency, better outcomes, etc.]. I believe that implementing these adjustments will significantly enhance our capabilities and ultimately lead to [expected results or goals].

I would appreciate the opportunity to discuss this proposal further and explore how we can align our resources effectively. Please let me know a convenient time for you to meet.

Thank you for considering my proposal. I look forward to your favorable response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Contact Information]