

Subject: Modification in Resource Allocation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I'm writing to formally inform you about a modification in the resource allocation pertaining to [specific project or department].

After a thorough review of our current needs, we have decided to reallocate resources to better align with our strategic goals. The following changes will take effect on [effective date]:

- [Detail 1: Resource Name/Type - Allocation Change]
- [Detail 2: Resource Name/Type - Allocation Change]
- [Detail 3: Resource Name/Type - Allocation Change]

We believe that these adjustments will enhance our efficiency and productivity. If you have any questions or require further discussion regarding this modification, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Your Contact Information]