Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reassessment of the current resource allocation for [specific project or department name].

Due to [brief explanation of reasons necessitating reassessment, e.g., increased workload, changing project scope, etc.], I believe it is crucial to evaluate our existing resources to ensure we can meet our objectives efficiently.

Specifically, I would like to discuss the allocation of [mention any specific resources, such as personnel, budget, equipment, etc.], as I believe adjustments are necessary to enhance our performance.

Please let me know a convenient time for us to discuss this matter in more detail. I appreciate your attention to this request and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]