

# Resource Allocation Request Adjustment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Adjustment in Resource Allocation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to our current resource allocation for [Project/Department Name]. After evaluating our progress and the requirements for the upcoming phases, it has become evident that we need to reallocate resources to maintain our efficiency and achieve our goals.

Specifically, we are seeking an increase/decrease in resources related to [specify resources, e.g., budget, personnel, equipment]. The adjustments are necessary due to [briefly explain the reason for the change, e.g., unexpected project demands, staffing changes].

We believe that these adjustments will enhance our productivity and ensure the successful completion of our objectives. I have attached a detailed breakdown of our current resource utilization and a proposal for the adjustments.

Thank you for considering this request. I am looking forward to your understanding and support. Please feel free to reach out if you require any further information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]