

# Notice of Resource Distribution Change

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Change in Resource Distribution

Dear [Recipient's Name],

We would like to inform you about a change in the distribution of resources that will take effect on [Effective Date]. This decision has been made to optimize our operations and ensure that resources are allocated efficiently.

Details of the changes are as follows:

- **Current Resource Allocation:** [Details]
- **New Resource Allocation:** [Details]
- **Reason for Change:** [Reason]

We appreciate your understanding and cooperation during this transition. Should you have any questions or require further information, please do not hesitate to reach out to me directly at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]