

Resource Allocation Request for Team Expansion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Resource Allocation for Team Expansion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the allocation of resources necessary for the expansion of our team in the [specific department or project name]. As we have discussed in previous meetings, the demand for our services has increased significantly, and to maintain our high standards and meet client expectations, it is imperative that we grow our team.

Currently, we are operating with insufficient resources, which has led to [describe issues, e.g., missed deadlines, employee burnout, etc.]. To address these challenges, I propose adding [number] new positions with the following roles:

- [Role 1]
- [Role 2]
- [Role 3]

The estimated budget for this expansion is [amount]. This investment will not only improve our operational efficiency but will also contribute to higher employee satisfaction and retention rates.

I believe that with these additional resources, we can achieve our objectives more effectively and sustain our growth trajectory. I look forward to your favorable consideration of this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]