

# Resource Allocation Review

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resource Allocation Review

Dear [Recipient's Name],

We are conducting a review of our current resource allocation to ensure that all projects and departments are adequately supported. This review aims to assess the effectiveness and efficiency of resource usage across the organization.

## Objective:

To evaluate the current resource allocation and identify potential adjustments for optimization.

## Key Areas of Review:

- Budget allocation for each department
- Human resource distribution across projects
- Utilization of physical and technological assets

## Required Action:

Please provide an overview of your department's resource allocation, including any challenges faced and suggestions for improvement, by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]