

# Notice of Resource Allocation Adjustment

Date: [Insert Date]

To: [Vendor Name]

Attention: [Contact Person's Name]

Dear [Contact Person's Name],

We hope this message finds you well. We are writing to inform you of an adjustment in the resource allocation for our ongoing project, [Project Name]. Effective from [Effective Date], the allocation of resources previously assigned will be revised as follows:

- **Resource Type:** [Resource Type]
- **Previous Allocation:** [Previous Allocation Details]
- **New Allocation:** [New Allocation Details]
- **Reason for Adjustment:** [Reason]

We believe that these changes will help optimize our workflow and enhance the overall efficiency of the project. We appreciate your understanding and cooperation regarding this adjustment.

If you have any questions or require further clarification, please feel free to reach out to us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]