

Vendor Resource Allocation Clarification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Clarification on Resource Allocation

Dear [Vendor Name],

I hope this message finds you well. I am writing to clarify the details regarding the resource allocation for our ongoing project. As per our previous discussions, we need to confirm the following:

- Resource Types: [Specify types of resources]
- Allocated Hours: [Specify allocated hours]
- Timeline: [Specify timeline for resource allocation]
- Responsibilities: [Outline specific responsibilities]

Additionally, please provide us with any documentation or reports that outline the current status of the allocated resources. This will help ensure that both teams are aligned moving forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]