

Vendor Resource Utilization Report

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Resource Utilization Report for the Period of [Start Date] to [End Date]

Dear [Vendor Contact Name],

We are reaching out to provide you with the resource utilization report for the specified period. Below are the details of resource allocation, utilization, and performance metrics:

Resource Allocation

- Resource Name: [Resource 1]
- Allocated Hours: [Number of Hours]
- Utilized Hours: [Number of Hours]
- Resource Name: [Resource 2]
- Allocated Hours: [Number of Hours]
- Utilized Hours: [Number of Hours]

Performance Metrics

- Project Completion Rate: [Percentage]
- Cost Efficiency: [Percentage]

We appreciate your collaboration and support. Should you have any questions or require further information, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]