

# Manpower Allocation Request

**Date:** [Insert Date]

**To:** [Recipient Name]

**Position:** [Recipient Position]

**Company:** [Recipient Company]

**Address:** [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the allocation of manpower for the upcoming project [Project Name] scheduled to begin on [Start Date]. In accordance with our existing agreement, we require additional workers to meet the project demands.

We are seeking the following resources:

- [Position/Role 1] - [Number of Workers Required]
- [Position/Role 2] - [Number of Workers Required]
- [Position/Role 3] - [Number of Workers Required]

Please let us know the availability of the requested manpower, as well as any necessary documentation or procedures needed to expedite this request. Your timely assistance in this matter will greatly contribute to the success of the project.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]