

# Workload Allocation Letter

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are pleased to inform you of the workload allocation for the upcoming project titled [Project Name]. Below are the details of the tasks that have been assigned to your team:

## Workload Allocation Details

Task Description	Start Date	End Date	Resources Required
[Task 1]	[Start Date 1]	[End Date 1]	[Resources Required 1]
[Task 2]	[Start Date 2]	[End Date 2]	[Resources Required 2]

Please ensure that your team adheres to the timeline provided and communicates any issues as they arise. We appreciate your collaboration and look forward to successfully working together on this project.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]