

Subcontractor Resource Adjustment Proposal

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Subject: Proposal for Resource Adjustment

Dear [Client's Name],

We hope this message finds you well. We are writing to propose an adjustment to the resources allocated for our ongoing project, [Project Name]. Due to [reason for adjustment, e.g., increased project scope, unexpected delays], we believe that an adjustment is necessary to ensure the successful completion of the project.

Current Resource Allocation:

- [Resource Type 1]: [Current Allocation]
- [Resource Type 2]: [Current Allocation]
- [Resource Type 3]: [Current Allocation]

Proposed Resource Adjustment:

- [Resource Type 1]: [Proposed Allocation]
- [Resource Type 2]: [Proposed Allocation]
- [Resource Type 3]: [Proposed Allocation]

We believe that this adjustment will help achieve project milestones more effectively and maintain quality standards. We appreciate your understanding and support in this matter.

Please feel free to reach out at [Your Contact Information] for any questions or clarifications.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]