

Resource Allocation Notification

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, ZIP Code]

Subject: Resource Allocation Notification

Dear [Subcontractor Name],

We are writing to inform you that we have allocated the following resources for the upcoming project, [Project Name]. Please find the details below:

Resource Details

- Resource Name: [Resource Name]
- Position: [Position]
- Start Date: [Start Date]
- End Date: [End Date]
- Location: [Location]

Please confirm the acceptance of this allocation by [Confirmation Date]. If you have any questions or need further information, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]