

Resource Request Confirmation

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Confirmation of Resource Request

Dear [Subcontractor Name],

We would like to confirm our request for resources as discussed on [date of discussion]. Please find the details of the requested resources below:

- Resource Type: [Type of Resource]
- Quantity: [Quantity Required]
- Start Date: [Start Date]
- Duration: [Duration]
- Project Name: [Project Name]

Please let us know at your earliest convenience if the requested resources can be provided on the specified dates.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]