

Resource Allocation Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Subcontractor Name]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

Subject: Resource Allocation for [Project Name]

Dear [Subcontractor Name],

We are pleased to confirm the allocation of resources for the [Project Name] scheduled to commence on [Start Date]. Based on our discussions, we require the following resources:

- Resource 1: [Description, Quantity]
- Resource 2: [Description, Quantity]
- Resource 3: [Description, Quantity]

Please confirm the availability of these resources and provide us with the necessary documentation by [Deadline Date]. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your prompt attention to this matter. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]