

Resource Allocation Inquiry

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Contact Person],

I hope this message finds you well. We are currently in the process of planning our upcoming projects and would like to inquire about the availability of your resources for subcontracting purposes.

Specifically, we would like to know:

- The types of resources you have available
- The number of personnel you can allocate
- Your current project commitments that may affect your availability
- Any additional information regarding rates and terms

Your prompt response will greatly assist us in our planning efforts. Please feel free to reach out should you need any further details.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]