

# Resource Management Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Subcontractor Resource Management Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the management of resources for our upcoming project, [Project Name]. Given the scope of the work, we require additional subcontractor support to ensure timely and quality delivery.

Please find below the requested resources:

- Position/Role: [Role Title] - [Number of Resources Required]
- Position/Role: [Role Title] - [Number of Resources Required]
- Position/Role: [Role Title] - [Number of Resources Required]

We appreciate your prompt attention to this request and look forward to your positive response by [Response Deadline]. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]