

Project Task Allocation Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Task Allocation for [Project Name]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request your approval for the allocation of project tasks for the [Project Name]. Below is a summary of the tasks along with the assigned team members:

Task	Assigned To	Deadline
[Task 1]	[Team Member 1]	[Deadline 1]
[Task 2]	[Team Member 2]	[Deadline 2]
[Task 3]	[Team Member 3]	[Deadline 3]

These assignments are aimed at ensuring the success of our project and meeting our deliverables on time. I would greatly appreciate your feedback and approval at your earliest convenience.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]