

Request for Increase in Resource Allocation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company/Organization]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an increase in resource allocation for [specific project or department] due to [briefly explain reasons: increased demand, project expansion, etc.].

Currently, our resources are [describe current resource situation], which is proving to be insufficient for the requirements at hand. By increasing our resource allocation, I believe we can [explain expected benefits: improve efficiency, meet deadlines, enhance quality, etc.].

Specifically, I am requesting an increase of [specify amount or percentage], which would allow us to [explain how the additional resources will be utilized].

I appreciate your consideration of this request and am happy to discuss this matter further at your convenience. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Contact Information]