

Team Resource Allocation Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Resource Allocation

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the allocation of additional resources for our team in order to enhance our productivity and meet the project deadlines.

As you know, our team is currently working on [Project Name], which has seen an increase in scope. To ensure we meet our objectives, I propose the following resources be allocated:

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

These resources will support our team in [specific goals or tasks]. I believe that with these additional resources, we can optimize our workflow and achieve our targets timely.

Thank you for considering this request. I am happy to discuss this further and provide any additional information you may need.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]