

Resource Allocation Update

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

[Your Company Name]

Subject: Engineering Consultancy Resource Allocation Update

Dear [Client's Name],

We are writing to provide you with an update on the resource allocation for the engineering consultancy project outlined in our previous discussions.

Current Resource Allocation

- **Project Manager:** [Name]
- **Lead Engineer:** [Name]
- **Design Team:** [Number of Members and Names]
- **Field Engineers:** [Number of Members and Names]
- **Administrative Support:** [Number of Members and Names]

Upcoming Changes

We would like to inform you of the following changes in resource allocation anticipated in the coming weeks:

- [Details of Changes]
- [Reason for Changes]
- [Expected Impact on Project Timeline]

Please feel free to reach out if you have any questions or require further information regarding the resource allocations.

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]