

# Resource Allocation Request for Manpower Resources

**From:** [Your Name]

**Position:** [Your Position]

**Department:** [Your Department]

**Date:** [Current Date]

**To:** [Recipient's Name]

**Position:** [Recipient's Position]

**Department:** [Recipient's Department]

Dear [Recipient's Name],

I am writing to formally request additional manpower resources for the [specific project or department] due to [briefly explain the reason or necessity]. The current manpower levels are insufficient to meet the demand, which could impact our timelines and overall project success.

To ensure seamless operations and timely delivery, I propose the allocation of [specific number of resources] personnel with [needed skills or expertise] for the duration of [time period]. I believe that this addition will help us achieve our goals effectively and maintain the quality of our work.

Thank you for considering this request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]