

Dear [Recipient's Name],

I am writing to formally confirm the reallocation of resources for the [Project Name]. After careful consideration and discussions, we have decided to shift the following resources:

- **Resource Name 1** - [New Role/Location]
- **Resource Name 2** - [New Role/Location]
- **Resource Name 3** - [New Role/Location]

This change will be effective from [Effective Date]. We believe this reallocation will enhance our project efficiency and help us meet our deadlines more effectively.

Please acknowledge the receipt of this confirmation and let me know if you have any questions or require further details.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]