

Request for Resource Reallocation

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the reallocation of resources for the [Project Name] due to [reason for reallocation].

As you are aware, [briefly explain current status and challenges]. To address these challenges and ensure the successful completion of the project, we require [specific resources needed] from [current allocation or other projects].

We believe that reallocating these resources will not only help us meet our project goals but also enhance overall productivity within our team. We have outlined a plan to ensure that the transition is smooth and minimally disruptive.

Thank you for considering this request. I am available to discuss this matter further at your convenience and look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]