

# **Subject: Adjustment in Project Resource Distribution**

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an adjustment in the distribution of resources for our ongoing project, [Project Name]. After reviewing our current progress and assessing the resource allocation, it has become clear that a redistribution is necessary to enhance efficiency and achieve our project goals.

The proposed adjustments include:

- Reallocation of [specific resource] from [current allocation] to [new allocation].
- Increased support in the area of [specific task/requirement].
- Reduction in [specific resources] allocated to [less critical area].

These changes are aimed at optimizing our workflow and ensuring that we meet our deadlines without compromising on quality.

I would appreciate your feedback on this proposal and look forward to discussing this adjustment at your earliest convenience. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]