

# Resource Allocation Review

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resource Allocation Review

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing effort to ensure efficiency and effectiveness in our operations, we are conducting a review of resource allocation across all departments.

Please provide an overview of the resources currently allocated to your team, including personnel, budget, and any other relevant assets. Additionally, highlight any areas where you believe reallocation could enhance performance or address challenges faced by your team.

We request your feedback by [Insert Deadline] so we can compile the findings and determine our next steps.

Thank you for your cooperation and input on this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]