

Letter of Demand for Capital Asset Allocation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the allocation of capital assets as outlined in our previous discussions and agreements. As you are aware, the timely allocation of these assets is crucial for [explain the purpose, e.g., project initiation, operational efficiency, etc.].

According to our mutual understanding, we agreed on the allocation amounting to [specific amount or percentages, if applicable] directed towards [specific capital asset or project name]. The strategic deployment of these resources is essential to achieve our operational goals and maximize our return on investment.

I kindly ask you to confirm this allocation by [specific deadline], to ensure that we stay on track with our project timeline. Please let me know if further information or documentation is required to expedite this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]