

Subject: Contractor Personnel Scheduling Inquiry

Dear [Contractor's Name],

I hope this message finds you well. I am writing to inquire about the scheduling of personnel for the [specific project or task] that is set to take place on [date or timeframe].

Could you please provide an update on the availability of your team members? Specifically, we need to know:

- Names and roles of personnel who will be available
- The expected start and end dates of their availability
- Any potential conflicts or limitations we should be aware of

Your timely response would be greatly appreciated, as it will help us with our planning and coordination efforts. Please let me know if you need any further information.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]