

Resource Allocation Schedule

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name/Your Company]

Subject: Resource Allocation Schedule for [Project Name]

Introduction

Dear [Contractor's Name],

We are writing to provide you with the resource allocation schedule for the upcoming project, [Project Name]. Please find the details below:

Resource Allocation Table

Resource Type	Resource Name	Allocated Hours	Start Date	End Date
Labor	[Name of Worker]	[Hours]	[Start Date]	[End Date]
Equipment	[Equipment Name]	[Hours]	[Start Date]	[End Date]

Notes

Please ensure that all resources are available as per the schedule and report any delays immediately.

Contact Information

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company]