

# Contractor Task and Resource Alignment

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Task and Resource Alignment for [Project Name]

**Dear [Contractor's Name],**

We are writing to confirm the alignment of tasks and resources for the upcoming phases of the [Project Name]. Below are the outlined responsibilities and the resources allocated for each task:

## **Task Assignments**

- **Task 1:** [Description of Task 1]  
**Assigned Resources:** [List of Resources]
- **Task 2:** [Description of Task 2]  
**Assigned Resources:** [List of Resources]
- **Task 3:** [Description of Task 3]  
**Assigned Resources:** [List of Resources]

## **Timeline**

The following timelines have been set for each task:

- **Task 1:** [Start Date] to [End Date]
- **Task 2:** [Start Date] to [End Date]
- **Task 3:** [Start Date] to [End Date]

Please review the assignments and let us know if there are any issues or if further clarification is needed. We appreciate your cooperation in ensuring the success of this project.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]