

Manpower Allocation Letter

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

Subject: Manpower Allocation for [Project Name]

We are writing to formally allocate manpower for the [Project Name] which is scheduled to commence on [Start Date]. In order to ensure timely progress and successful completion of the project, we have allocated the following resources:

Manpower Allocation Details:

Position	Number of Personnel	Start Date	End Date
Project Manager	1	[Start Date]	[End Date]
Site Engineer	2	[Start Date]	[End Date]
Construction Workers	10	[Start Date]	[End Date]
Safety Officer	1	[Start Date]	[End Date]

We expect these personnel to report to the site on [Reporting Date] for an introductory meeting and orientation. Please ensure that they are equipped with the necessary safety gear and documentation for site access.

Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]