

Letter of Redistribution of Construction Materials

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about the redistribution of construction materials that will take place on [insert date]. Due to [reason for redistribution], we have decided to allocate the following materials:

- [Material 1] - [Quantity]
- [Material 2] - [Quantity]
- [Material 3] - [Quantity]

We believe this redistribution will help ensure the project runs smoothly and remains on schedule. Please confirm your acceptance of this arrangement by [insert response deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]