

# Construction Resource Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to notify you of an adjustment to the resources allocated for the [Project Name] project, effective [Effective Date]. This adjustment has become necessary due to [reason for adjustment, e.g., supply chain issues, budget constraints, etc.].

The following changes will take place:

- Resource 1: [Details of adjustment]
- Resource 2: [Details of adjustment]
- Resource 3: [Details of adjustment]

We understand the importance of these resources to the project timeline and are committed to minimizing disruptions. We appreciate your understanding and cooperation as we navigate this adjustment.

Please feel free to reach out to us if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]