

Resource Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Adjustment of Resources for Construction Task

Dear [Recipient Name],

We are writing to inform you about necessary adjustments to the resources allocated for the [Project Name] construction task. Due to [reason for adjustment, e.g., change in project schedule, resource availability], we propose the following changes:

Current Resource Allocation

- Labor: [Current Labor Amount]
- Materials: [Current Material Type and Amount]
- Equipment: [Current Equipment Type]

Proposed Resource Allocation

- Labor: [Proposed Labor Amount]
- Materials: [Proposed Material Type and Amount]
- Equipment: [Proposed Equipment Type]

We believe these adjustments are essential to maintaining the project's timeline and ensuring its success. Please let us know your availability for a meeting to discuss this further. We value your input and collaboration.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]