

Resource Allocation Change Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change in the resource allocation regarding [specific project or area]. After a thorough review of our current needs and priorities, we have decided to make the following adjustments:

- Resource 1: [Details of the allocation change]
- Resource 2: [Details of the allocation change]
- Resource 3: [Details of the allocation change]

These changes will be effective as of [Effective Date]. We believe that these adjustments will enhance our efficiency and support our goals moving forward.

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]