

# Resource Management Agreement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that we have finalized the resource management plan in connection with our contractual agreement dated [Insert Contract Date]. This letter serves to outline the key elements of the resource management responsibilities and expectations as per our agreement.

## Resource Allocation

We will allocate the following resources:

- Resource 1: [Description]
- Resource 2: [Description]
- Resource 3: [Description]

## Responsibilities

Our responsibilities include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

## Reporting

We will provide regular updates as follows:

- Frequency: [Weekly/Bi-weekly/Monthly]
- Format: [Email/Meetings/Reports]

We appreciate your cooperation in this matter and look forward to a productive collaboration. Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]

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Accepted by:

[Recipient Name]  
[Recipient Position]  
[Recipient Company]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_