

[Your Name]  
[Your Job Title]  
[Your Department]  
[Company Name]  
[Date]  
[Manager's Name]  
[Manager's Job Title]  
[Manager's Department]  
[Company Name]

Dear [Manager's Name],

Subject: Request for Resource Change

I hope this message finds you well. I am writing to formally request a change in resources for [specific project or task].

The current resources [briefly describe current resources and any issues associated with them]. I believe that transitioning to [proposed resources] would greatly enhance our efficiency and lead to improved outcomes.

I have outlined the reasons for this request below:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

Additionally, I have attached supporting documents that provide further insights into how this change can benefit our team and project objectives.

I appreciate your consideration of this request and am happy to discuss this further at your convenience.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Contact Information]