To

[Name Here]  
[Designation]

Re. Justifying the Requirement of Additional Staff for Outbreak of Workload in the KYEL Construction Project-20XX Contract no. EC-002J9

Dear Noah,

This is Michael Kerstein, the Assistant Manager, Stigma Dock Groups. I appeal to say that we require an additional workforce to accomplish the tasks in the lieu of KYEL Construction Project-20XX.

The contracted project was to be initiated on 01-02-20XX which has not been initiated well till today. The final launch of the project is on 12-12-20XX and the presentation has to be completed before 30-11-20XX. The team of the KYEL has been given the schedule of the project completion till 01-12-20XX. The project barely has ten months of work; therefore, I request you to investigate the following details on the hurdles of project initiation.

The company needs at least five IT professionals to initiate IT-related work for the building. We also need about 2-3 officials for data analysis and one associate for the project analysis. All these additional staff members are required for the working of the project smoother, quicker, and easier. I have attached the fiscal year sheet and data statistics with the letter for your convenience that will indicate that it does not affect our profit margin.

The recruitment of additional staff on a temporary basis of eleven months can be of great importance as it has much importance in the project accomplishment. Other details have been attached. Please email me at [email] for further evaluation or queries. Thank you!

Regards

Michael Kerstein  
The Assistant Manager  
Stigma Dock Groups  
45-C Flock Heights, California, USA