To

[The Recipient Name]  
[Designation]  
[Company Name]

I am writing to request additional staff members for our ongoing Project X. The sudden resignation of 2 of our key team members has left us understaffed. We need immediate backup support in order to accomplish the project tasks within the provided deadline.

Project X is one of the most crucial assignments for our organization as it involves foreign clients. Therefore, it is a top-priority project that requires the company’s utmost attention. Your approval for reinforcing our team with additional staff members will help us deliver high-quality results without delaying the project.

We require the following experts to help us fulfill the project requirements.

1. Expert 1details
2. Expert 2 details
3. Expert 3 details

Kindly respond to my re

[Your Name]  
[Designation]  
[Company Name]