

Equipment Acquisition Proposal

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Institution: [Recipient's Institution]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to propose the acquisition of [specific equipment name and model] for our research project titled "[Project Title]." This equipment is essential for our research objectives, which include [briefly describe the objectives of the research].

The need for this equipment arises from [explain the necessity of the equipment and how it will benefit the research]. We believe that by obtaining [specific equipment], we will enhance our research capabilities and contribute significantly to [explain broader impact].

The total cost of the equipment is estimated at [insert cost], which will cover [list components such as purchase, installation, and training]. We have identified potential funding sources, including [list funding sources], and are confident in securing financial support.

I would appreciate your support for this proposal and would be happy to discuss it further at your convenience. Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Email]

[Your Phone Number]