

Formal Request for Purchasing Research Machinery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request the purchase of a [specific machinery name or type], which is essential for our ongoing research in [research area or project name]. This equipment will significantly enhance our capabilities and efficiency in conducting experiments and analysis.

After thorough research and consideration, I have identified [specific machinery], which features [briefly mention key features or benefits]. The estimated cost of this machinery is [insert cost]. I believe that this investment will not only improve our research output but also contribute positively to our organization's goals.

I kindly request your approval for this purchase at your earliest convenience. I am happy to discuss this further or provide additional information if needed.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]