

Computer Equipment Requisition Proposal

Date: [Insert Date]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Dear [Recipient's Name],

I am writing to propose the requisition of new computer equipment for our department. Our current equipment is [briefly describe the current situation, e.g., outdated, insufficient]. This has resulted in [explain the impact on productivity, efficiency, etc.].

To address these issues, I recommend the acquisition of the following items:

- [Item 1 Description] - [Quantity]
- [Item 2 Description] - [Quantity]
- [Item 3 Description] - [Quantity]

The estimated cost for the above equipment is [insert cost]. I believe that this investment will greatly enhance our team's productivity and efficiency.

Thank you for considering this proposal. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]