

# Acquisition Approval Request

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Dear [Recipient Name],

I am writing to seek approval for the acquisition of [Name of Digital Tool(s)] for our department. After thorough research and consideration, we have identified this tool as essential for enhancing our productivity and efficiency in [specific tasks or projects].

The key benefits of implementing [Digital Tool(s)] include:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

The estimated cost for this acquisition is [Insert Cost], which aligns with our budget for [Insert Budget Category]. A detailed cost analysis and potential ROI has been attached for your review.

I appreciate your consideration of this request. Please let me know if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]