

IT Hardware Procurement Approval

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Department: [Recipient Department]

From: [Your Name]

Title: [Your Title]

Department: [Your Department]

Dear [Recipient Name],

I am writing to seek your approval for the procurement of IT hardware required for [specify purpose, e.g., "upgrading our existing systems" or "new project deployment"].

The details of the IT hardware are as follows:

- Item: [Item Name]
- Quantity: [Quantity]
- Estimated Cost: [Cost]
- Supplier: [Supplier Name]
- Justification: [Reason for purchase]

Upon approval, I will proceed with the purchase and ensure timely delivery. Your prompt attention to this matter would be greatly appreciated.

Thank you for considering this request. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]