

IT Resource Allocation Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for IT Resource Allocation

Dear [Manager's Name],

I am writing to formally request the allocation of IT resources required for [describe the project or purpose]. Given the current demands of our department, I believe that these resources will greatly enhance our efficiency and productivity.

Requested Resources:

- [Resource 1: Description]
- [Resource 2: Description]
- [Resource 3: Description]

Justification:

[Provide a brief explanation of why these resources are necessary, including any impact on current operations or projects.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]