

Technology Assets Approval Request

Date: [Insert Date]

To: [Appropriate Authority/Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Approval of Technology Assets Purchase

Dear [Appropriate Authority/Department],

I am writing to request approval for the acquisition of the following technology assets necessary for [mention the purpose, e.g., project, operation, etc.]:

Asset Name	Quantity	Cost	Justification
[Asset 1]	[Quantity]	[Cost]	[Justification]
[Asset 2]	[Quantity]	[Cost]	[Justification]

The total estimated cost for these assets is [Total Cost]. The approval of this request will enable us to [mention expected outcomes or benefits].

Thank you for considering this request. I look forward to your prompt approval.

Best regards,

[Your Name]

[Your Position]