

Device Replacement Recommendation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to recommend the replacement of [Device Name/Model] currently in use within our organization. After thorough evaluation, it has become evident that the device has been underperforming and is no longer meeting our operational needs.

Reasons for the recommendation include:

- [Reason 1: e.g., Increased malfunctions]
- [Reason 2: e.g., Outdated technology]
- [Reason 3: e.g., Inefficient performance]

To ensure continued productivity and efficiency, I recommend [Proposed Replacement Device/Model], which offers [Benefit 1, Benefit 2, etc.].

Thank you for considering this recommendation. I believe that the replacement will greatly enhance our capabilities and improve overall performance. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]