

Vehicle Acquisition Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Hospital Name]

[Insert Hospital Address]

Subject: Request for Vehicle Acquisition for Hospital Service Improvement

Dear [Recipient's Name],

I am writing to formally request the acquisition of a new vehicle to enhance the services provided by [Insert Hospital Name]. This vehicle will significantly contribute to improving patient transport, emergency response times, and overall service delivery.

Rationale for Acquisition:

- Increased patient transport efficiency.
- Improved emergency response capabilities.
- Enhancement of community outreach programs.

Proposed Vehicle Specifications:

- Type: [Insert Vehicle Type]
- Model: [Insert Model]
- Capacity: [Insert Capacity]
- Estimated Cost: [Insert Estimated Cost]

Funding Options:

[Briefly describe any potential funding sources or budget allocations for this acquisition.]

In conclusion, acquiring this vehicle aligns with our commitment to delivering superior healthcare services and improving patient outcomes. I look forward to your favorable consideration of this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Insert Hospital Name]

[Your Contact Information]