

# Government Agency Vehicle Acquisition Justification

Date: [Insert Date]

To: [Insert Recipient Name]

Title: [Insert Recipient Title]

Agency: [Insert Agency Name]

Address: [Insert Agency Address]

Subject: Justification for Vehicle Acquisition

Dear [Recipient Name],

We are writing to formally justify the acquisition of a new vehicle for [Agency Name]. Our department has analyzed the current operational needs and identified several reasons necessitating this request.

- 1. Operational Efficiency:** The current vehicle fleet is insufficient to meet our growing operational demands. The addition of a new vehicle will enhance our ability to respond to [specific tasks or emergencies].
- 2. Safety Compliance:** Our existing vehicles are outdated and not compliant with current safety standards, which poses a risk to our personnel. A new vehicle will ensure that we adhere to safety regulations.
- 3. Cost Efficiency:** Investing in a new vehicle will reduce maintenance costs associated with our older fleet, resulting in long-term savings for the agency.

Given these factors, we respectfully request approval for the acquisition of [specific vehicle model/type] to better serve our community and fulfill our agency's mission.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Agency Name]

[Contact Information]