

# Vehicle Acquisition Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Vehicle Acquisition for Corporate Fleet Expansion

Dear [Manager's Name],

I am writing to formally request the acquisition of additional vehicles for our corporate fleet. As we continue to grow and expand our operations, it has become increasingly clear that our current fleet is insufficient to meet our transportation needs.

To ensure we maintain optimal efficiency and service delivery, I recommend the procurement of [number of vehicles] vehicles, specifically [types/models of vehicles]. These additional vehicles will facilitate [specific purposes such as delivery, employee transportation, etc.], ultimately supporting our strategic goals and enhancing productivity.

The estimated budget for this acquisition is [insert estimated budget], and I believe this investment will yield significant returns by [describe benefits such as increased efficiency, reduced downtime, etc.].

I look forward to discussing this proposal further and exploring options for moving forward with this acquisition. Thank you for considering this request.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]