

Fleet Acquisition Budget Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

I am writing to formally request approval for the budget allocation for our upcoming fleet acquisition plan. As we strive to enhance our operational efficiency and meet the growing demands of our services, the acquisition of new vehicles is essential.

Based on our analysis, we propose to acquire [number of vehicles] vehicles with an estimated total budget of [amount]. This investment will not only replace our aging fleet but also improve fuel efficiency and reduce maintenance costs, ultimately contributing to our bottom line.

Key reasons for this acquisition include:

- Improved operational efficiency
- Cost savings in maintenance and fuel
- Enhanced service delivery

We believe that with your support, we can move forward with this strategic initiative. Please review the attached detailed budget proposal for further insights.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]