

Authorization Letter

Date: [Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I, [Your Name], the [Your Position] at [Your Company], hereby authorize the procurement of new IT hardware as detailed below:

- Item: [Description of Hardware]
- Quantity: [Number of Units]
- Specifications: [Technical Specifications]
- Budget: [Allocated Budget]

This acquisition is necessary to improve our operational efficiency and meet our current technological needs. Please proceed with the necessary steps to acquire the mentioned hardware.

Should you require any further information or clarification, feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]