

# Healthcare Equipment Acquisition Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Department: [Insert Recipient's Department]

Organization: [Insert Recipient's Organization]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request the acquisition of [specific healthcare equipment] for [mention the purpose, e.g., patient care, improving service delivery, etc.]. This equipment is critical for [briefly explain the reason and urgency for the request, e.g., enhancing treatment capabilities, meeting regulatory requirements, etc.].

Details of the equipment are as follows:

- Equipment Name: [Insert Equipment Name]
- Model: [Insert Model Number]
- Manufacturer: [Insert Manufacturer]
- Estimated Cost: [Insert Estimated Cost]
- Benefits: [List key benefits of acquiring this equipment]

We believe that procuring this equipment will significantly [mention the impact on the organization, e.g., improve patient outcomes, streamline operations, etc.]. I kindly request your approval for this acquisition at your earliest convenience.

Thank you for considering this request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Organization]

[Your Contact Information]