

# Request for Computer Equipment Renewal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of computer equipment assigned to my department. The current devices are [state the reason for renewal, e.g., outdated, malfunctioning, etc.], which has begun to hinder our productivity.

Specifically, I would like to request the following equipment:

- [Item 1 - Description]
- [Item 2 - Description]
- [Item 3 - Description]

Upgrading to newer models will greatly enhance our efficiency and allow us to maintain high standards in our work. I appreciate your consideration of this request and am happy to provide any additional information you may need.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]