

# Request for IT Hardware Improvement

**To:** [IT Manager's Name]

**From:** [Your Name]

**Date:** [Date]

**Subject:** Request for IT Hardware Improvement

Dear [IT Manager's Name],

I hope this message finds you well. I am writing to formally request an improvement in our current IT hardware resources.

As our team continues to expand and take on more complex projects, we have encountered several challenges with our current hardware setup. These challenges include:

- Slow processing speeds affecting productivity
- Insufficient memory causing application crashes
- Outdated peripherals impacting usability

To address these issues, I propose the following upgrades:

1. Upgrade to [specific hardware or specifications]
2. Increase RAM to [suggested amount]
3. Replace old peripherals with [specific peripherals]

I believe that these improvements will significantly enhance our team's efficiency and overall output. I would appreciate your consideration of this request, and I am happy to discuss this further at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]