

Equipment Upgrade Requisition

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Equipment Upgrade to Reduce Maintenance Costs

Dear [Manager's Name],

I am writing to formally request an upgrade for the following equipment: [Equipment Name/Model]. After careful assessment, it has become evident that the current equipment is incurring high maintenance costs due to its age and inefficiency.

The recurring maintenance issues have resulted in increased downtime and repair costs, which negatively impacts our productivity. By upgrading to newer, more efficient equipment, we can significantly reduce these costs while also improving overall operational efficiency.

Based on my research, the proposed upgrade is estimated to reduce maintenance costs by approximately [Insert Percentage]% over the next [Insert Time Frame]. The investment in new equipment would provide long-term savings and benefits.

I appreciate your consideration of this request. I am looking forward to discussing this proposal further and exploring how we can enhance our operational capabilities.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]