

# Equipment Upgrade Requisition

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an upgrade to our current equipment as part of our commitment to environmental sustainability and to enhance our operational efficiency. The proposed equipment is designed to reduce energy consumption, minimize waste, and use environmentally friendly materials.

The following outlines the specific items proposed for upgrade:

- Equipment: [Name of Equipment]  
Justification: [Explain how the new equipment will support sustainability initiatives]
- Equipment: [Name of Equipment]  
Justification: [Explain how the new equipment will support sustainability initiatives]

Upgrading to this more sustainable equipment aligns with our organizational goals and demonstrates our responsibility towards the environment. I believe that these upgrades will not only benefit our operations but also enhance our reputation as an environmentally conscious organization.

I appreciate your consideration of this request and look forward to discussing this further. Please let me know if you need any additional information.

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]