

# Equipment Upgrade Requisition

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: Equipment Upgrade Requisition for Enhanced Safety Measures

Dear [Recipient's Name],

I am writing to formally request the upgrade of equipment within our department to enhance safety measures. In light of recent evaluations and safety audits, it has become evident that our current equipment does not meet the necessary standards to ensure the safety of our staff and operations.

The following equipment upgrades are recommended:

- [Equipment 1] - [Justification for Upgrade]
- [Equipment 2] - [Justification for Upgrade]
- [Equipment 3] - [Justification for Upgrade]

Implementing these upgrades will not only align us with safety regulations but also significantly reduce the risk of accidents and improve overall productivity. I have attached a cost estimate and potential suppliers for these upgrades for your consideration.

I appreciate your attention to this important matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]