

Equipment Upgrade Requisition

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Equipment Upgrade

Dear [Manager's Name],

I am writing to formally request the upgrade of our current machinery due to its outdated functionality and decreased efficiency. The machinery in question, [specific machine name/model], has been in use for [number of years] years and has shown significant signs of wear and tear, impacting our productivity and safety standards.

To maintain optimal performance within our department and to uphold our quality standards, I recommend replacing the existing equipment with [suggested equipment/model]. This upgrade will not only enhance our operational capabilities but also reduce maintenance costs associated with the current machinery.

The estimated cost for the new equipment is [insert cost], and I have attached a detailed proposal that outlines the benefits and projected ROI of this upgrade.

I appreciate your consideration of this request and am available to discuss this matter further at your convenience.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]