

Equipment Upgrade Requisition

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Equipment Upgrade to Support New Business Initiatives

Dear [Manager's Name],

I am writing to formally request an equipment upgrade to support our new business initiatives that aim to enhance our operational efficiency and increase productivity.

As we embark on these initiatives, it has become evident that our current equipment is no longer adequate to meet the demands of our evolving projects. The upgraded equipment will enable us to better serve our clients and stay competitive in the market.

Below are the details of the required upgrades:

- **Current Equipment:** [List current equipment]
- **Proposed Upgrade:** [List proposed equipment]
- **Justification:** [Briefly explain the benefits of the upgrade]
- **Estimated Cost:** [Provide estimated costs]

I believe that this upgrade is crucial for us to effectively implement our new business strategies. I look forward to discussing this proposal further and appreciate your consideration of this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]