

# Letter of Demand for Replacement of Worn-Out Technology

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the replacement of the technology equipment currently in use at [specify location or department]. The existing [specify technology, e.g., computers, software, etc.] has become increasingly worn out, resulting in [briefly describe issues faced, e.g., frequent crashes, slow performance].

Given the extent of the wear and tear, it is imperative that we replace this technology to maintain productivity and ensure the smooth operation of our work processes. I kindly ask that you evaluate the situation and take appropriate action to facilitate a replacement.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]