

Authorization Request for Equipment Renewal

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to formally request authorization for the renewal of equipment used in [specify purpose or department]. The current equipment, [specify equipment type/model], has been in use since [insert date of purchase] and is showing signs of wear and decreased efficiency.

Given the crucial role this equipment plays in our operations, I recommend renewing the equipment to ensure continued productivity and efficiency. The estimated cost for the renewal is [insert estimated cost], and I believe that this investment will yield [mention any expected benefits or saving].

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

Thank you for considering my request.

Sincerely,
[Your Name]
[Your Title]
[Your Department]
[Your Contact Information]