

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for the installation of [Software Name] on our workstations.

The primary purpose of this software is to [briefly describe the purpose and benefits of the software]. This will not only enhance our productivity but also streamline our workflow.

The total cost for the software license is [insert cost], and it includes [mention any relevant details about support, updates, etc.]. I believe this investment will yield significant returns by [explain how it will benefit the team/company].

I am happy to discuss this further and provide additional information if needed. Please let me know a convenient time for you to meet or call.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]