

Device Upgrade Appeal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for an upgrade to my current device, [current device model], due to [reason for upgrade, e.g., performance issues, compatibility with new software].

Since [mention duration of use], I have experienced [describe specific issues or limitations] that have significantly impacted my ability to [explain how it affects your work or responsibilities].

Considering the increasing demands of [mention relevant tasks or projects], I believe that upgrading to [desired device model] will greatly enhance my productivity and efficiency.

I respectfully ask you to consider my request for an upgrade and would appreciate any assistance you can provide in this matter.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]