

IT Budget Approval Request for Cybersecurity Improvements

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Department: [Recipient Department]

From: [Your Name]

Title: [Your Title]

Department: IT

Dear [Recipient Name],

I am writing to formally request approval for a budget allocation of [insert amount] aimed at enhancing our cybersecurity infrastructure. As you are aware, the increasing frequency of cyber threats necessitates a proactive approach in safeguarding our sensitive data and IT assets.

The proposed improvements will include:

- [Improvement 1]
- [Improvement 2]
- [Improvement 3]

These enhancements will not only strengthen our security posture but also ensure compliance with industry regulations and standards.

Thank you for considering this request. I am happy to discuss this further and provide any additional information required.

Sincerely,

[Your Name]

[Your Title]

IT Department