

IT Budget Approval Request for Hardware Upgrades

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]

Dear [Recipient's Name],

I am writing to request your approval for the proposed budget allocation for hardware upgrades within the IT department. As we have identified, our current hardware infrastructure is becoming increasingly outdated and inadequate to support our operational needs.

After conducting a thorough assessment, we have identified the following hardware that requires immediate upgrading:

- [Hardware Item 1] - Cost: [Cost]
- [Hardware Item 2] - Cost: [Cost]
- [Hardware Item 3] - Cost: [Cost]

The total projected cost for these upgrades is [Total Cost]. Upgrading our hardware will not only improve efficiency but also enhance our overall service delivery.

I believe that this investment will yield significant benefits in terms of productivity and reliability within our department. I kindly ask for your approval to proceed with this budget allocation.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

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