

# Departmental Resource Allocation Request

Date: [Insert Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the allocation of IT resources to meet the operational needs of the [Department Name] at [Company/Organization Name].

After a thorough analysis of our current and upcoming projects, we have identified the following IT resources necessary for our success:

- [Resource Type 1: Description]
- [Resource Type 2: Description]
- [Resource Type 3: Description]

We believe that with these resources, our team will be more efficient in delivering results and meeting departmental objectives.

Please let me know if we can discuss this request further. Thank you for considering our needs.

Sincerely,

[Your Name]  
[Your Title]  
[Department Name]  
[Company/Organization Name]  
[Your Email]  
[Your Phone Number]