IT Resource Allocation for Team Expansion

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for IT Resource Allocation for Team Expansion

Dear [Manager's Name],

I hope this message finds you well. As we discussed in our recent meetings regarding the expansion of our team, I am writing to formally request the allocation of IT resources necessary to support our new team members and ensure optimal productivity.

As we expand, we will require the following resources:

- Additional laptops/desktops
- Software licenses (e.g., [list specific software])
- Access to cloud services ([specific services needed])
- Networking equipment (e.g., routers, switches)

These resources will enable our team to effectively onboard and integrate new members while maintaining our current workload and project timelines. A prompt allocation will allow us to proceed without significant delays.

Thank you for considering this request. I am happy to discuss further or provide additional information as needed.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]