

IT Resource Requisition for System Maintenance

Date: _____

To: [Manager/IT Department Name]

From: [Your Name]

Subject: Request for IT Resources for System Maintenance

Dear [Manager/IT Department],

I am writing to formally request the necessary IT resources to conduct required maintenance for our systems. The details are as follows:

Purpose of Request:

[Brief description of the maintenance needed, e.g., software updates, hardware repairs, etc.]

Required Resources:

- [Resource 1: e.g., specific software or hardware]
- [Resource 2: e.g., additional personnel]
- [Resource 3: e.g., tools or applications]

Timeline:

[Proposed start and end dates for the maintenance]

Budget:

[Estimated budget for the resources needed]

Thank you for considering this request. I believe these resources are essential to ensure the smooth operation and integrity of our systems. Please feel free to reach out if you need any more information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]