

Authorization Request for Server Capacity Expansion

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company: [Recipient's Company Name]

Dear [Recipient's Name],

I am writing to formally request your authorization for the expansion of our server capacity. As our operations continue to grow, it has become essential to enhance our current server infrastructure to ensure the reliability and performance of our services.

The current server capacity is reaching its limits, which could potentially lead to downtime and performance issues. By expanding our server capacity, we can improve our system's reliability, enhance data processing capabilities, and better meet the demands of our users.

I propose the following actions to be taken:

- Upgrade existing servers to higher specifications.
- Deploy additional servers to accommodate increased traffic.
- Implement load balancing to optimize resource utilization.

The total estimated cost for this expansion is [Insert Cost]. I believe this investment will significantly benefit our operations and uphold our commitment to providing exceptional service to our clients.

Thank you for considering this request. I am happy to discuss this matter in detail and provide any additional information you may require.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]