

Request for Server Capacity Expansion

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to formally request an expansion of our server capacity due to a significant increase in user demand. Over the past few months, we have observed a surge in user activity, which has resulted in slower response times and occasional downtime.

To ensure that we continue to provide an optimal user experience and maintain our service standards, I recommend increasing our server capacity by [specify amount or percentage]. With the anticipated growth in our user base, this expansion is crucial to support our operations and meet customer expectations.

Thank you for considering this request. I am happy to discuss this matter further or provide any additional information required.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]
[Your Contact Information]