

# IT Procurement Request

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Department: [Recipient Department]

Company: [Company Name]

## Subject: Request for Equipment Leasing

Dear [Recipient Name],

I am writing to formally request the leasing of IT equipment for our department to enhance productivity and ensure we meet our operational needs effectively. Below are the details of our requirements:

### Equipment Details:

- Type of Equipment: [Specify Equipment, e.g., Laptops, Desktops, Printers]
- Quantity: [Specify Quantity]
- Lease Duration: [Specify Duration, e.g., 12 months, 24 months]
- Budget: [Specify Budget]

### Justification:

[Provide a brief justification for the need, including potential benefits and impact on productivity.]

### Vendor Preference:

[If applicable, mention preferred vendors or reason for choosing them.]

Please let me know if you require any additional information or have any questions regarding this procurement request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]