

IT Procurement Request for Licensing Agreements

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: IT Procurement Request for Licensing Agreements

Dear [Recipient's Name],

I am writing to formally request the procurement of licensing agreements for [specify the software or technology]. This request is driven by [briefly explain the need and urgency, e.g., new project requirements, compliance needs, etc.].

Details of the requested licensing agreements are as follows:

- Product Name: [Insert Product Name]
- Vendor: [Insert Vendor Name]
- Number of Licenses: [Insert Quantity]
- License Duration: [Insert Duration]
- Total Cost: [Insert Cost]

We believe that acquiring these licenses will significantly enhance our operational efficiency and support our ongoing projects. I have attached additional information regarding the vendor, product features, and compliance aspects for your review.

I appreciate your prompt attention to this request and look forward to your approval. Please feel free to contact me if you have any questions or require further details.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department/Team]

[Your Contact Information]