

IT Procurement Request for Maintenance Contracts

Date: [Insert Date]

To: [Insert Recipient Name]

Title: [Insert Recipient Title]

Department: [Insert Recipient Department]

Company: [Insert Company Name]

Dear [Recipient Name],

I am writing to formally request the procurement of maintenance contracts for our IT systems. Given the increasing demands on our infrastructure and the necessity for ongoing support, it is imperative that we secure these services to ensure seamless functionality and minimize downtime.

Maintenance Requirements

- Hardware Maintenance: [Specify hardware requirements]
- Software Support: [Specify software requirements]
- Network Services: [Specify network maintenance needed]
- Emergency Response: [Specify response time expectations]

Budget and Justification

The estimated budget for the maintenance contracts is [Insert Budget]. This investment is essential for [briefly explain the importance of the maintenance contracts].

We appreciate your attention to this matter and look forward to your prompt response to advance the procurement process.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]