

IT Procurement Request

Date: [Insert Date]

To: [Appropriate Recipient/Department]

From: [Your Name]

Subject: Procurement Request for Network Infrastructure

Dear [Recipient's Name],

I am writing to request approval for the procurement of network infrastructure to support our operational requirements. As our organization continues to grow, it is imperative that we enhance our network capabilities to ensure optimal performance and security.

Project Overview:

- **Objective:** Upgrade and expand the existing network infrastructure.
- **Scope:** Acquisition of routers, switches, firewalls, and cabling.
- **Budget:** [Insert Budget Amount]

Justification:

The current network infrastructure has limitations that affect [describe specific issues]. Upgrading our network will lead to [describe benefits such as improved speed, security, reliability, etc.].

Proposed Vendors:

[List potential vendors with contact information]

Timeline:

We aim to complete the procurement process by [insert timeline] to ensure timely implementation.

I appreciate your consideration of this request and look forward to your prompt approval. Please let me know if you require any further information.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]