

IT Resource Enhancement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for IT Resource Enhancement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an enhancement in our IT resources required to [briefly explain the purpose, e.g., improve team efficiency, support new projects, etc.].

Currently, our team is facing challenges such as [mention specific issues, e.g., limited access to software, outdated equipment, etc.]. These challenges have impacted our productivity and ability to meet project deadlines effectively.

I propose the following enhancements:

- [Enhancement 1 - e.g., Upgrade software to the latest version]
- [Enhancement 2 - e.g., Increase storage capacity]
- [Enhancement 3 - e.g., Acquire additional licenses for team members]

The estimated cost for these enhancements is [insert estimated cost], which I believe will provide substantial value considering [briefly explain potential benefits].

I appreciate your attention to this request and look forward to your positive response on how we can proceed with these enhancements.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]