

Request for Network Upgrade

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an upgrade to our current network infrastructure.

As we continue to expand our operations, it has become apparent that our existing network is unable to support the increasing demand for bandwidth and reliability. This has resulted in frequent downtime and slower connectivity, which negatively impacts our productivity.

I propose the following upgrades:

- Upgrade of existing routers and switches
- Increased bandwidth allocation
- Implementation of a secure VPN for remote access

These enhancements will not only improve our operational efficiency but also contribute to a better working environment for our team.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]