

# Hardware Requisition Form

Date: \_\_\_\_\_

To: [Supervisor/Manager Name]

From: [Your Name]

Department: [Your Department]

## Subject: Request for Personal Devices

Dear [Supervisor/Manager Name],

I am writing to formally request the following personal devices to assist me in my work:

Device Type	Quantity	Justification
[Device Type 1]	[Quantity]	[Justification for Device 1]
[Device Type 2]	[Quantity]	[Justification for Device 2]

These devices will greatly enhance my ability to contribute to our projects and ensure productivity. I appreciate your consideration of this request and look forward to your approval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]