

Approval for Hardware Replacement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for the replacement of outdated hardware that is currently impacting our operational efficiency.

After thorough evaluation, it has been determined that the following hardware needs to be replaced:

- [Item 1: Description]
- [Item 2: Description]
- [Item 3: Description]

The estimated cost for the replacement is [Insert Cost], and I believe this investment will significantly improve our productivity and performance.

I kindly ask for your approval to proceed with this replacement at your earliest convenience. If you have any questions or require further details, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]