

Notification of Hardware Replacement Approval

Dear [Recipient's Name],

We are pleased to inform you that your request for hardware replacement has been approved. The details of the replacement are as follows:

- **Item:** [Name of Hardware]
- **Model:** [Model Number]
- **Serial Number:** [Serial Number]
- **Approved Replacement Date:** [Date]

Please ensure that the old hardware is returned to the IT department by [Return Date]. If you have any questions or need further assistance, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]