

Request for Authorization on Hardware Replacement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Authorization on Hardware Replacement

Dear [Manager's Name],

I am writing to formally request authorization for the replacement of [specific hardware] due to [reason for replacement, e.g., malfunction, outdated technology, etc.]. After conducting an assessment, it has become evident that the current hardware is [brief explanation of the issues encountered].

Replacement of this hardware is crucial for ensuring that we maintain our operational efficiency and continue to meet project deadlines. I have researched suitable alternatives and found [suggested hardware] as a viable option, which offers [list benefits, e.g., enhanced performance, cost-effectiveness, etc.].

The estimated cost for the replacement is [insert estimated cost]. I believe this investment will significantly improve our productivity and save costs in the long run.

Thank you for considering my request. I am looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]