

Request for Hardware Replacement Approval

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

From: [Your Name]

Position: [Your Position]

Company: [Your Company]

Dear [Recipient's Name],

I am writing to formally request approval for the replacement of [describe the hardware] due to [explain the reason, e.g., malfunction, obsolescence, etc.]. The current hardware has been experiencing [list specific issues or failures], which has impacted our [project or operation] negatively.

After assessing the situation, I recommend replacing the equipment with [suggest alternative hardware or models if applicable]. The new hardware would [explain benefits such as improved performance, cost-effectiveness, etc.].

Attached to this letter, you will find all relevant documentation, including [list any supporting documents such as invoices, quotes, or repair estimates]. I believe that addressing this issue promptly will enhance our operational efficiency and prevent further complications.

I kindly request your approval for this hardware replacement at your earliest convenience. Please let me know if you need any further information or clarification regarding this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]