

Request for Hardware Procurement Approval

Date: [Insert Date]

To: [Approver's Name]

From: [Your Name]

Department: [Your Department]

Subject: Approval Request for Hardware Procurement Budget Allocation

Dear [Approver's Name],

I am writing to request your approval for the procurement of hardware as part of our departmental budget allocation for the fiscal year [insert year]. The hardware in question includes:

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

The total budget requested for this procurement is [insert total amount]. This investment is crucial for [briefly explain the reason for the procurement and its benefits].

We believe that these enhancements will lead to improved efficiency and productivity within our team.

Thank you for considering this request. I am happy to provide any further information you may need to facilitate your decision.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]