

Hardware Procurement Request

Date: **[Insert Date]**

From: **[Your Name]**
Department: **[Your Department]**
Email: **[Your Email]**
Phone: **[Your Phone Number]**

To: **[Procurement Manager's Name]**
Procurement Department

Dear [Procurement Manager's Name],

I am writing to formally request the procurement of hardware for our department's ongoing projects and operational needs. Below are the details of the requested items:

Requested Hardware

Item Description	Quantity	Justification
[Item 1 Description]	[Quantity]	[Justification for Item 1]
[Item 2 Description]	[Quantity]	[Justification for Item 2]

Total Estimated Cost

[Insert Total Estimated Cost]

These items are essential for [briefly explain how the items will support the department's objectives]. We appreciate your assistance in this matter and look forward to your prompt action regarding this request.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]