

Capital Expenditure Application

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I am writing to formally submit a request for capital expenditure to support the expansion of our fleet. As our operations have grown over the past few years, the demand for reliable transportation has significantly increased. To meet our service commitments and enhance operational efficiency, we propose to acquire [number] new vehicles.

The total cost of the proposed acquisition is estimated at [amount], which includes [brief breakdown of costs, such as purchase price, taxes, and any additional fees]. This investment will not only improve our service delivery but also contribute to cost savings in the long run due to lower maintenance and fuel costs associated with new vehicles.

Our analysis shows that expanding our fleet will generate an additional [projected revenue/benefit] over the next [time period]. We believe this expansion is crucial as it aligns with our strategic goals of enhancing service capacity and customer satisfaction.

We appreciate your consideration of this proposal and look forward to your favorable response. Please feel free to reach out if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]