

Capital Expenditure Authorization for Software Investment

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Position]
[Insert Company/Department Name]
[Insert Company Address]

Dear [Recipient's Name],

Subject: Approval Request for Capital Expenditure on Software Investment

I am writing to seek your approval for a capital expenditure pertaining to our proposed investment in software. After careful analysis and consideration, we have identified the need for [Insert Software Name/Type] to enhance our operational efficiency and support our strategic objectives.

Overview of the Investment:

- **Software Name:** [Insert Software Name]
- **Vendor:** [Insert Vendor Name]
- **Total Cost:** [Insert Total Cost]
- **Expected Benefits:** [Insert Brief Overview of Expected Benefits]

The proposed investment aligns with our goal of [Insert Company Goals, e.g., improving productivity, reducing costs, etc.]. We believe the anticipated return on investment will significantly outweigh the costs involved.

Thank you for considering this request. I look forward to your approval so we can proceed with the procurement process.

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[Your Contact Information]