

Capital Expenditure Request

Date: [Insert Date]

To: [Insert Recipient Name]

Title: [Insert Recipient Title]

Department: [Insert Recipient Department]

From: [Insert Your Name]

Title: [Insert Your Title]

Department: [Insert Your Department]

Subject: Request for Capital Expenditure Approval for Facility Renovation

Dear [Recipient Name],

I am writing to formally request capital expenditure approval for the renovation of our facility located at [Insert Facility Address]. Our current facilities have been experiencing [briefly describe the issues and challenges], which have prompted the need for immediate renovation.

Proposed Renovation Overview:

- Scope of Work: [Briefly describe the scope of the renovation]
- Estimated Cost: [Insert Estimated Cost]
- Timeline: [Insert Proposed Timeline]

The renovation will provide [explain benefits such as improved safety, enhanced productivity, etc.]. I believe that this investment will significantly improve our operations and ultimately support our overall organizational goals.

Attached, you will find a detailed project proposal including cost estimates, designs, and timelines for your review. I kindly request your approval of this capital expenditure at your earliest convenience.

Thank you for considering this request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]