

Capital Expenditure Submission for R&D Funding

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Subject: Capital Expenditure Request for R&D Funding

Dear [Recipient's Name],

We are writing to submit our proposal for funding to support our research and development efforts in [briefly describe the R&D project]. We believe that this initiative will significantly contribute to [describe the expected outcomes or benefits].

We are requesting a total of \$[amount] to cover the following items:

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

Investing in this project will enable us to [explain the importance of this funding for future growth/innovation]. We are committed to ensuring the success of this initiative and are eager to move forward with your support.

Thank you for considering our request. We look forward to the opportunity to discuss this project further.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]