

Procurement Funding Request

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Subject: Request for Procurement Funding Approval

Dear [Recipient's Name],

I am writing to formally request funding approval for the procurement of [describe the goods/services] needed for our department. This procurement is essential for [briefly explain the purpose or benefits of the procurement].

Details of the request are as follows:

- **Item Description:** [Describe the item/service]
- **Estimated Cost:** [Insert cost]
- **Justification:** [Explain why this procurement is necessary]
- **Proposed Vendor:** [Name of vendor]

We believe that investing in this procurement will [explain the positive impacts or outcomes]. I have attached all necessary documentation for your review.

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

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]