

Hardware Refresh Recommendation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend a hardware refresh for our current systems. After assessing the performance and longevity of our existing equipment, it has become evident that an upgrade is necessary to maintain operational efficiency and support our ongoing projects.

Some of the key reasons for this recommendation include:

- Increasing hardware failures and downtime affecting productivity.
- Incompatibility with the latest software and applications.
- Rising maintenance costs outweighing the benefits of older systems.
- Enhanced features and capabilities provided by new hardware that align with our strategic goals.

Based on our research, I recommend the following hardware for replacement:

- [Device/Equipment 1] - [Reason for Recommendation]
- [Device/Equipment 2] - [Reason for Recommendation]
- [Device/Equipment 3] - [Reason for Recommendation]

Implementing this hardware refresh will not only improve our current operational capabilities but will also position us better for future challenges and opportunities. I believe that investing in new technology will lead to increased productivity and job satisfaction for our team.

I look forward to discussing this recommendation further and am happy to provide additional information as needed.

Thank you for considering this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]