

Capital Expenditure Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request a capital expenditure for [briefly describe the purpose, e.g., "the purchase of new machinery to enhance our production capacity"].

Requested Capital Expenditure Details

- **Item/Project:** [Name of the item/project]
- **Cost Estimate:** [\$Amount]
- **Justification:** [Briefly explain why this expenditure is necessary and the benefits it will bring]
- **Expected Outcomes:** [Outline any expected results or improvements]

I believe this capital expenditure will significantly benefit our organization by [insert specific benefits or improvements]. I appreciate your consideration of this request and look forward to your approval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]