

Letter of Justification for Capital Investment

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to present and justify a proposed capital investment in [describe the project or asset]. This investment is essential for [explain the need and urgency].

Justification for this investment includes:

- Improved efficiency and productivity
- Cost reduction over the long term
- Enhanced competitive advantage
- Compliance with regulations or standards

The total cost of this investment is estimated at [insert amount], and I believe the expected return on investment will be realized within [insert time frame].

In light of these factors, I appreciate your consideration of this proposal. I am happy to discuss this in more detail at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]