

Fixed Asset Funding Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request funding for acquiring fixed assets that are essential for our operational growth and efficiency. The proposed assets include [list the assets, e.g., machinery, equipment, etc.], which are projected to significantly enhance our productivity and service delivery.

We have conducted a thorough analysis and believe that investment in these assets will yield a [percentage] return on investment over the next [time frame]. The total funding required for this acquisition is [insert total amount].

We appreciate your consideration of our request and look forward to discussing this opportunity further. Please feel free to contact me at [your phone number] or [your email address] for any additional information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]