

Formal Fixed Asset Purchase Request

Date: [Insert Date]

To: [Appropriate Authority/Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: Request for Purchase of Fixed Asset

Dear [Appropriate Authority],

I am writing to formally request the purchase of the following fixed asset:

Asset Description	[Description of the Fixed Asset]
Quantity	[Quantity Needed]
Estimated Cost	[Estimated Cost]
Purpose of Purchase	[Brief Description of Purpose]

This asset is crucial for [explain the reason and importance of the asset]. I have attached additional documentation for your review, including cost comparisons and vendor proposals.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]