

Request for Fixed Asset Procurement

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Company Address]
[Your Email]
[Your Phone Number]

To: [Recipient Name]
[Recipient Job Title]
[Recipient Department]
[Company Name]

Dear [Recipient Name],

I am writing to formally request the procurement of fixed assets for [amount and type of assets, e.g., "10 laptops for the IT department"] as part of our ongoing efforts to enhance productivity and efficiency within our team.

The details of the requested fixed assets are as follows:

- **Asset Type:** [e.g., Laptop]
- **Quantity:** [e.g., 10]
- **Estimated Cost:** [e.g., \$10,000]
- **Justification:** [Brief justification for the request]

These assets will significantly contribute to [explain how the assets will help, e.g., "the increased efficiency of our IT operations"]. I have attached relevant documentation and quotations for your review.

I appreciate your consideration of this request and look forward to your approval. Please let me know if you need any more information or clarification.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]