

Acquisition Approval Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Approval of Acquisition

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for the acquisition of [Product/Service Name] from [Vendor's Name]. After thorough research and evaluation, it is clear that this acquisition will significantly enhance our [mention benefits, e.g., operational efficiency, product offering, etc.].

Details of the proposed acquisition are as follows:

- **Item/Service:** [Description]
- **Vendor:** [Vendor's Name]
- **Cost:** [Cost Amount]
- **Justification:** [Reasons for acquisition]
- **Expected Benefits:** [Expected outcomes]

With your approval, we can proceed with this acquisition at the earliest opportunity. I believe this is a critical step towards our goals.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]