

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an upgrade to our current wireless network infrastructure. As our business continues to grow and the demand for high-speed internet access increases, it has become essential to enhance our wireless capabilities to maintain productivity and accommodate our team's needs.

Currently, our network is experiencing connectivity issues and slow speeds, particularly during peak usage times. Upgrading our wireless network would directly contribute to improved performance, reliability, and enhanced collaboration among our staff.

After researching potential solutions, I believe that investing in [specific equipment or service] would provide the necessary upgrades to effectively meet our demands. I would appreciate the opportunity to discuss this request further and explore possible options that align with our budget and requirements.

Thank you for considering this important upgrade for our business. I look forward to your feedback.

Sincerely,
[Your Name]
[Your Position]