

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Department]
[Company Name]

Dear [Recipient's Name],

Subject: Provision of Laptops to Staff

I hope this letter finds you well.

I am writing to formally request the provision of laptops to our staff in [Department/Team Name] to enhance productivity and ensure that they have the necessary tools to perform their tasks effectively.

Given the current demands and the remote working conditions, it has become increasingly important for our team members to have access to reliable and efficient computing devices. The provision of laptops will not only facilitate smoother workflow but also improve collaboration among team members.

I kindly ask that you consider this request and provide the necessary approval to procure the laptops at your earliest convenience. Please let me know if you require any more information or a meeting to discuss this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]