

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Equipment Acquisition Request

I hope this letter finds you well. We are writing to formally request the acquisition of [specific equipment name or description] for our [department or project name].

After thorough evaluation, we have determined that acquiring this equipment will significantly enhance our operational efficiency and support our objectives. The key benefits include:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

We have researched various suppliers and recommend [Supplier Name] for their competitive pricing and reliability. The total cost for the equipment is [Cost Amount], and we believe this investment will yield a positive return within [time frame].

Please find attached the detailed proposal, including specifications, pricing, and expected timelines.

We would appreciate your approval to move forward with this acquisition and are happy to discuss any questions you may have.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]