

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Department]

Subject: Request for Internal Approval of Equipment Purchase

Dear [Recipient Name],

I hope this message finds you well.

I am writing to seek your approval for the purchase of [specific equipment]. After careful consideration and assessment of our current needs, I believe that acquiring this equipment will significantly enhance our [department/function] by [briefly explain the benefits].

****Details of the Purchase:****

- ****Equipment Name:**** [Name of the equipment]
- ****Quantity:**** [Number of units]
- ****Vendor:**** [Name of the vendor]
- ****Total Cost:**** [Total cost including any taxes or fees]
- ****Justification:**** [Brief explanation of why this purchase is necessary and its expected impact]

The funds for this purchase will be allocated from [budget line/departamental funds], and I have ensured that this investment aligns with our budgetary constraints.

I kindly request your approval to proceed with this purchase at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this process.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Contact Information]