

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

Subject: Request for Approval of Equipment Purchase

I hope this message finds you well. I am writing to seek your approval for the purchase of [specific equipment] that will significantly enhance our team's efficiency and productivity.

Details of the equipment are as follows:

- Item: [Equipment Name]
- Model: [Model Number]
- Purpose: [Brief description of how it will be used]
- Cost: [Total cost]
- Vendor: [Vendor's name]

The need for this equipment arises from [explain the reason for the purchase, any issues that have arisen due to the lack of equipment, and how this purchase will solve those issues].

In addition, I have researched the options available and [mention any comparisons made, if any, with other equipment or vendors]. I believe that this purchase is a justified investment that will bring substantial returns in terms of [mention any expected outcomes such as increased productivity, cost savings, etc.].

I have attached a detailed cost analysis and a timeline for implementation for your review.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Job Title]