

[Your Name]
[Your Job Title]
[Your Company/Organization Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek your approval for the repair of equipment that is essential for our operations.

[Provide a brief description of the equipment and its importance to your work. Include any issues the equipment is currently experiencing.]

After assessing the situation, I have received a repair estimate from [Repair Service Provider Name] amounting to [Cost Estimate]. I believe that taking prompt action will prevent further damage and ensure minimal disruption to our operations.

I kindly request your approval for this repair so we can proceed as soon as possible. Thank you for considering this request.

Best regards,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]