

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Personal Computer

I hope this letter finds you well. I am writing to formally request the approval for the acquisition of a personal computer to support my work in [specific department or project].

The need for a personal computer has arisen due to [briefly explain the reason, e.g., increased workload, specific project requirements, lack of available resources, etc.]. Having access to a personal computer will greatly enhance my productivity and efficiency by allowing me to [mention specific tasks or benefits].

I have researched several options and have identified [specific model or specifications] that would meet our needs effectively. The estimated cost is [insert cost], which aligns with our budgetary requirements.

I kindly request your approval for this application at your earliest convenience. Should you need any further information or wish to discuss this matter, please do not hesitate to contact me.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Department]