

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Subject: Purchase Request for Software Licenses

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the purchase of software licenses for [specify software name/version] for our team. The licenses are essential for [briefly explain purpose, e.g., improving productivity, enhancing collaboration, etc.].

Details of the purchase are as follows:

- ****Software Name:**** [Software Name]
- ****Number of Licenses Required:**** [Number]
- ****Cost per License:**** [Cost]
- ****Total Estimated Cost:**** [Total Cost]
- ****Licensing Period:**** [Duration, e.g., annual, monthly]

Justification for this request includes:

1. [Justification 1]
2. [Justification 2]
3. [Justification 3]

I appreciate your consideration of this request and look forward to your approval. Please let me know if you need any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]