

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

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

Dear [Recipient's Name],

Subject: Request for QNAP Upgrade

I hope this message finds you well. I am writing to formally request an upgrade to our current QNAP system. Due to [brief explanation of reasons, e.g., increased storage needs, performance issues, etc.], it has become necessary for us to enhance our existing hardware/software.

I would appreciate if you could consider our requirements for the upgrade. Specifically, we are looking for [details about specific models, configurations, or features desired].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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