Sample Equipment Purchase Approval Letter

[Your Name]

[Your Title]

[Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Requester's Name]

[Requester's Address]

[City, State, ZIP Code]

Dear [Requester's Name],

Subject: Equipment Purchase Approval

I am pleased to inform you that your request for the purchase of [Equipment Name] has been approved. We recognize the importance of this equipment for your department's operations.

Please review the attached equipment purchase approval details, including vendor information, budget allocation, and any necessary procurement steps. If you have any questions or need further assistance, please contact our procurement department.

We value your proactive approach and look forward to improved efficiency through this equipment acquisition.

Best regards,

[Your Name]

[Your Title]