

Urgent Software License Requisition

Subject: URGENT - Requisition for Additional Software Licenses

Dear [IT Director's Name],

I am writing to request urgent approval for the purchase of [number] additional licenses for [Software Name]. This request is time-sensitive as our current license allocation has reached maximum capacity, preventing new team members from accessing critical systems required for their roles.

We currently have [number] active licenses, all of which are in use. With the recent expansion of our team and the onboarding of [number] new employees starting [date], we face an immediate shortfall that will impact productivity and project timelines.

The requested licenses will cost [amount] each, for a total expenditure of [total amount]. I have confirmed with [Vendor Name] that licenses can be provisioned within 24-48 hours of purchase order approval, ensuring minimal disruption to operations.

Without these licenses, the following critical impacts will occur: [list specific operational impacts].

This situation also affects our ability to meet client commitments for [specific projects or deadlines].

I understand this represents an unplanned expense, and I have identified [budget source] as a potential funding source. Alternatively, we can reallocate funds from [alternative budget line] if necessary.

Given the urgency of this matter, I respectfully request expedited review and approval. I am available for immediate discussion and can provide any supporting documentation required.

Thank you for your prompt attention to this critical need.

Urgently,

[Your Name]

[Your Position]

[Direct Contact Number]

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