

Formal Equipment Request

Subject: Urgent Equipment Requisition - [Equipment Name]

Dear [Procurement Manager],

I am submitting this requisition for the immediate purchase of [equipment name] to address critical operational needs in our department.

Current Situation: Our existing [equipment] has become unreliable and is affecting productivity.

Recent incidents include [brief description of issues]. This has resulted in [impact on work/deadlines].

Requested Equipment: [Detailed specifications, model numbers, quantity]

Estimated Cost: [Amount]

Preferred Vendor: [Company name]

Delivery Timeline: [Required date]

This equipment is essential for maintaining our service standards and meeting upcoming project deadlines. I have researched multiple vendors and selected the most cost-effective option that meets our technical requirements.

Please approve this requisition by [date] to ensure timely delivery.

Best regards,

[Your Name]

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