

IT Software License Request

Subject: Software License Requisition - [Software Name]

Dear IT Manager,

Our team requires additional software licenses to maintain productivity and meet project requirements. This email serves as our formal requisition for software procurement.

SOFTWARE DETAILS:

Product: [Software name and version]

Licenses needed: [number]

License type: [individual/concurrent/enterprise]

Users: [list of team members]

BUSINESS JUSTIFICATION:

This software is essential for [specific business function]. Without adequate licenses, we face [productivity issues, compliance risks, project delays].

TECHNICAL REQUIREMENTS:

System compatibility: [OS requirements]

Installation timeline: [preferred dates]

Training needs: [if applicable]

COST ANALYSIS:

Estimated cost: [amount per license]

Budget approval: [confirmed/pending]

Cost center: [department code]

ALTERNATIVES CONSIDERED:

We evaluated [other options] but selected this solution because [reasons].

Please process this requisition and coordinate installation with our team.

Thanks,

[Your Name]

[Department]

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