



# Equipment Justification Letter Layout

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[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Department]

[Company Name]

Dear [Recipient's Name],

## 1. Introduction and Purpose

I am writing to formally request the purchase of [equipment name] for the [specific department or team]. This equipment is essential for [explain the purpose of the equipment], and I believe it will greatly enhance our operations by [mention how it will benefit the team/department/company].

## 2. Current Challenges or Problems

Currently, [describe the problem or challenge that the department is facing without this equipment]. Without the [equipment name], we are experiencing [explain the limitations, inefficiencies, risks, or impacts on productivity, safety, or quality].

## 3. Equipment Description and Features

The [equipment name] is a [brief description of the equipment, including make and model if known, key features, and functions]. This equipment is designed to [describe how it works and what it will accomplish]. It will enable us to [list the specific tasks or goals it will help achieve].

## 4. Cost and Budget

The estimated cost for the [equipment name] is [provide the price or a range]. [Mention whether it fits within the current budget or if adjustments are needed]. I have reviewed this with [mention any financial or purchasing departments consulted] to ensure the feasibility of this purchase.

## 5. Expected Benefits and ROI

Investing in this equipment will provide significant returns, including [list specific benefits such as improved efficiency, reduced downtime, cost savings, enhanced accuracy, or better quality]. Over time, the cost of the equipment will be offset by [explain the return on investment and cost recovery timeframe].

## 6. Alternatives Considered

# Sample Justification Letter For New Equipment

**Yicheng Fang**



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