

InterOffice Memo

Date: February 2, 2024

To: Mr Siva

From: Natasha

Subject: Request for PC Upgrade

Dear Mr Siva,

I hope this memo finds you well. I am writing to request an upgrade for my current work PC.

Here are some specific reasons why I believe an upgrade is necessary:

Performance Issues: My current PC often experiences slowdowns and lag when running multiple applications simultaneously. This hampers my productivity and causes delays in completing tasks.

Outdated Hardware: The hardware components of my PC, such as the processor and RAM, are outdated compared to the latest models available in the market. Upgrading to newer hardware would significantly improve performance and responsiveness.

Software Compatibility: Some of the software tools and applications we use for our projects require higher system specifications than what my current PC can provide. This limits my ability to fully utilize these tools and may lead to compatibility issues in the future.

Security Concerns: Older hardware and software are more susceptible to security vulnerabilities. By upgrading to newer equipment, we can ensure that our systems are better protected against potential cyber threats and data breaches.

Considering the importance of maintaining high productivity levels and staying competitive in today's fast-paced work environment, I believe that investing in a PC upgrade would be beneficial not only for my own workflow but also for the overall efficiency of our team.

I have researched some options for potential upgrades and would be happy to discuss them further with you. I am confident that with your support, we can find a suitable solution that meets both our budgetary constraints and my performance requirements.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

Natasha
Hr Executive