**NOTE FOR THE CHAIRMAN**

Subject: **Request for approval to purchase computers.**

Respected Sir,

I am writing to inform you that the school’s computers are very old and outdated. It becomes difficult for the students to work efficiently as the computers have become slow. This is to request you to kindly approve the request and purchase of 20 computers (specifications are attached) for computer lab with better specification for seamless operation. For your kind reference, I am hereby attaching the quotation with a better price. The quotation is provided by Master Computers & Nexus Computers along with this letter.

I shall be served if you could go through the quotation and provide with an approval.

Sincerely

**Saima Gaad**

**IT Incharge**