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department name company name company address city state zip email address phone number date recipient s name
company name company address city state zip dear recipient s name

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web letter 1 request for laptop for official use dear manager s name i am writing to request a laptop for official use as you may know i have been assigned to a new project which requires me to work remotely from home and

laptop request mail to manager regarding work from home - Sep 13 2022

web jan 27 2023 dear sir subject new laptop request mail to manager i hope your day is going well i m writing to let you know that as the head of the marketing team i need a new laptop as you are aware i perform all of my routine tasks and marketing on a laptop which is essential for me to work from home

how to write a letter to my boss asking for a laptop quora - Mar 19 2023

web through proper channel subject requesting for a laptop for official purpose office use dear sir madam this is to inform you that to perform my day to day regular office work i need a laptop at present there is a desktop computer available in my workstation which i received upon my joining

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web jul 28 2023 dear employer s name i hope this email finds you well i am writing to request a replacement for my current laptop which unfortunately is no longer functioning the laptop has been an essential tool in my work and unfortunately its breakdown has halted my productivity