

[Your Name]  
[Your Job Title/Department]  
[Organization Name]  
[Date]

To: [Procurement Department / IT Manager Name]

**Subject: Request for Procurement of Visual Assistive Software**

Dear [Name],

I am writing to formally request the procurement of visual assistive software to support [Employee Name/Team Name] in performing daily operational tasks. This request is intended to ensure workplace accessibility and compliance with digital inclusion standards.

**Software Details:**

- **Software Name:** [e.g., JAWS, NVDA, ZoomText, or Kurzweil]
- **Manufacturer/Vendor:** [Vendor Name]
- **License Type:** [e.g., Individual, Site License, Subscription]
- **Estimated Cost:** [Amount]

**Justification:**

This software provides essential features such as [screen reading / screen magnification / high-contrast viewing]. It is required to enable the user to effectively interface with [specific systems or applications] and maintain productivity levels.

**Technical Requirements:**

The software is compatible with our current operating system ([e.g., Windows 11]). I have attached the technical specification sheet for your review to ensure it meets our internal security and IT architecture protocols.

Please let me know if you require further documentation or a formal quote from the vendor to proceed with this purchase.

Thank you for your assistance in this matter.

Sincerely,

[Signature]  
[Typed Name]