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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]

Subject: Notification of Capital Expenditure and Improvement Planning for [Fiscal Year/Period]

Dear [Recipient Name],

This letter serves as formal notification regarding the initiation of the Capital Expenditure (CAPEX) and Improvement Planning process for the upcoming period of [Insert Period].

Our objective is to identify and prioritize essential investments that will enhance operational efficiency, replace aging infrastructure, and support the long-term strategic goals of [Company Name].

The proposed projects currently under consideration include:

- [Project Name 1]: [Brief Description and Estimated Cost]
- [Project Name 2]: [Brief Description and Estimated Cost]
- [Project Name 3]: [Brief Description and Estimated Cost]

Each project has been evaluated based on its potential return on investment (ROI), safety improvements, and alignment with our current budgetary constraints. We have attached the detailed project proposals and cost-benefit analyses for your review.

Please provide your feedback or approval regarding these priorities by [Insert Date]. Once approved, we will proceed with the formal bidding and procurement process according to company policy.

Thank you for your attention to these vital improvements.

Sincerely,

[Signature]
[Printed Name]