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advice women can trust
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Dear [Mr./Mrs. Last Name],

Thank you for approving my purchase request for a new Surface Pro 4 computer. Having this type of device to use for work will make a big difference, as I will no longer have to carry a full-size laptop and separate tablet device when I travel to meet with clients and participate in trade shows. This will have a positive impact on my productivity by making it much easier for me to keep up with the full scope of my responsibilities in light of my travel schedule and need to access client documents, presentations and collaboration tools from so many locations. I realize that you did not have to grant my request at this time, and I am so grateful that you were willing to do so. Your commitment to providing access to key technology resources is greatly appreciated.

Sincerely,

[Your signature]