

Sample Letter Requesting for Mobile Phone to Boss

[Your Name]

[Your Job Title]

[Department]

[Your Email]

[Date]

[Boss's Name]

[Boss's Job Title]

[Department]

Dear [Boss's Name],

Subject: Request for Mobile Phone

I hope this letter finds you well. I am writing to formally request the provision of a company mobile phone to aid in the performance of my job duties. As my responsibilities have expanded, the need for constant and reliable communication has become increasingly important.

Having a company-issued mobile phone would enable me to:

1. Enhance Communication: Ensure prompt communication with clients, team members, and other stakeholders, especially when I am out of the office or on-site.
2. Increase Productivity: Access emails, company applications, and other essential tools in real-time, thereby increasing efficiency and productivity.
3. Improve Responsiveness: Quickly address urgent matters and provide timely responses to any issues that may arise.

I believe that this addition will significantly contribute to the smooth execution of my responsibilities and improve overall workflow. I understand the importance of this request and assure you that I will use the device responsibly, adhering to all company policies regarding mobile phone usage.

Thank you for considering my request. I am happy to discuss this further or provide any additional information that may be required.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]