

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Introduction to Capital Expenditure (CAPEX) Management Framework

Dear [Recipient Name],

This letter serves as a formal introduction to our updated Capital Expenditure Management framework. As our organization continues to grow, it is essential that we implement a structured approach to planning, evaluating, and approving long-term asset investments.

The primary objectives of this management program are:

- To align capital spending with our overall corporate strategy.
- To ensure rigorous financial evaluation and Return on Investment (ROI) analysis.
- To streamline the approval process for new equipment, technology, and infrastructure.
- To provide clear oversight of budget utilization and project timelines.

Effective immediately, all requests for capital expenditures exceeding [Insert Dollar Amount] must follow the enclosed submission guidelines. This includes the completion of a CAPEX Request Form and a detailed business case justifying the investment.

We believe these measures will enhance our financial discipline and drive sustainable value for the company. Our finance team will be hosting a briefing session on [Date] to walk through the new procedures and answer any questions.

Thank you for your cooperation and commitment to our long-term financial health.

Sincerely,

[Your Name]

[Your Title]

[Department Name]