

# Formal Material Requisition Letter

Subject: Request for Required Materials

Dear [Manager's Name],

I am writing to formally request the following materials needed for the completion of our ongoing project [Project Name/Number]. The absence of these materials has started to affect our progress, and timely procurement will ensure smooth continuity of operations.

The items required are as follows:

- [Material 1, with specifications and quantity]
- [Material 2, with specifications and quantity]
- [Material 3, with specifications and quantity]

I kindly request approval for this requisition at the earliest possible convenience so that procurement can begin without delay. Please let me know if additional documentation or justification is needed.

Thank you for your support and cooperation.

Yours sincerely,

[Employee Name]

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