

Casual Material Request Email

Subject: Materials Needed for Task

Hi [Manager's Name],

I hope you're doing well. I wanted to let you know that we're running short on a few materials required to continue with [task/project]. The main items we need are [list items and quantities].

If it's possible to have these arranged soon, it would help us avoid any delays. Please let me know if you need further details.

Thanks a lot,

[Employee Name]

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