

Urgent Material Requisition Letter

Subject: Urgent Request for Materials

Dear [Procurement Officer/Manager],

This is to urgently request the supply of critical materials required for [Project Name/Task].

Without these materials, our work has come to a halt and we risk missing important deadlines.

The urgent requirements are:

- [Material 1 with specifications]
- [Material 2 with specifications]
- [Material 3 with specifications]

I kindly ask for your immediate approval and processing of this requisition. Please confirm receipt of this request at the earliest.

Thank you for your prompt attention.

Sincerely,

[Employee Name]

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