

Provisional Material Requisition Message

Subject: Provisional Request for Materials

Dear [Manager's Name],

I would like to provisionally request materials that may be required for the upcoming phase of [Project Name]. At this stage, the requirement is tentative and may change depending on further developments.

The tentative list includes:

- [Material 1]
- [Material 2]
- [Material 3]

I will provide a finalized requisition as soon as the scope is confirmed. For now, please treat this as an early request for consideration and planning.

Regards,

[Employee Name]

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