

Simple Material Request Letter

Subject: Request for Office Supplies

Dear [Admin/Manager],

I would like to request the following office supplies for our department's use:

- [Stationery items, e.g., pens, files, printing paper]
- [Other materials, e.g., toner cartridges]

These materials are essential for day-to-day operations. Kindly approve and arrange for procurement at the earliest.

Thank you.

Sincerely,

[Employee Name]

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