

# Purchase Requisition Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Purchase Requisition

I hope this letter finds you well. I am writing to formally request the approval of a purchase requisition for [briefly describe the item(s) or service(s) needed]. The purpose of this requisition is to ensure the smooth functioning and efficiency of our operations at [Your Company/Organization Name].

Below are the details of the requested items/services:

1. Item/Service Description: [Provide a clear and concise description of the item or service required]
2. Quantity: [Specify the quantity needed]
3. Preferred Vendor/Supplier: [If applicable, mention the preferred vendor or supplier]
4. Budgetary Information: [Provide the estimated cost of each item/service, along with any relevant cost codes]

Justification for the Purchase:

[Explain why the purchase is necessary and how it aligns with the organization's goals. Highlight any

potential benefits, cost-saving measures, or improvements it will bring to our operations.]

Alternatives Considered:

[If relevant, briefly mention any alternatives that were considered, along with an explanation of why the selected option is the most suitable.]

I assure you that this requisition has been carefully reviewed and is essential to maintain the high standard of productivity and quality that our organization is committed to delivering.

Please find attached any supporting documents or quotations, if applicable.

I kindly request your prompt attention to this matter, as [mention any important deadlines or time-sensitive reasons].

Thank you for considering this request. If you require any additional information or have any questions, please do not hesitate to contact me.

Looking forward to a positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]