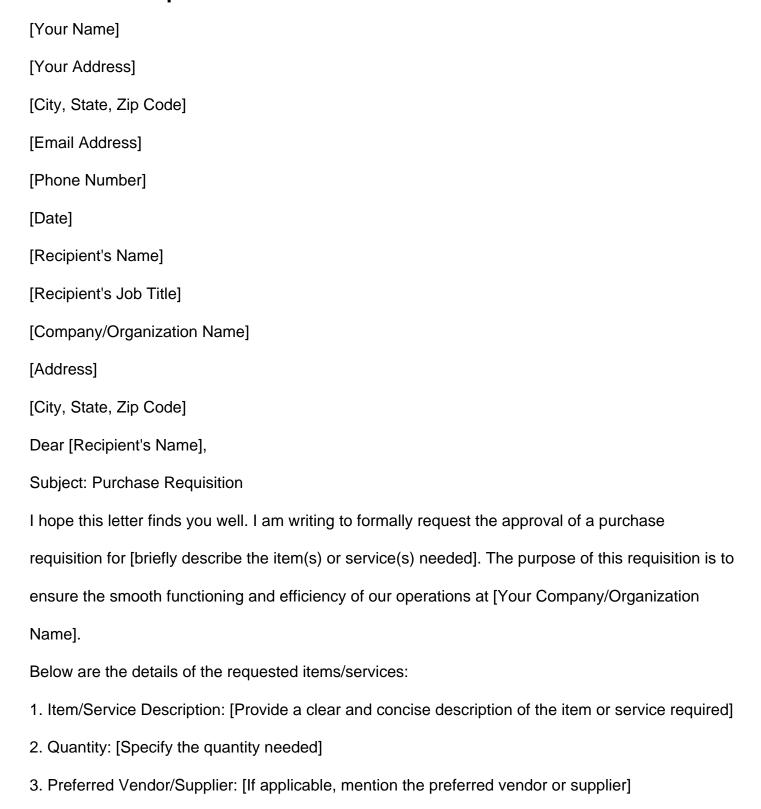
## **Purchase Requisition Letter**



Justification for the Purchase:

cost codes]

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

4. Budgetary Information: [Provide the estimated cost of each item/service, along with any relevant

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]