

Specific requisition for technical equipment

Subject: Request for IT Equipment Purchase

Dear [IT/Procurement Manager],

To support our department's technical needs, please approve the purchase of the following IT equipment:

- [Laptop Model], Quantity: [X]
- [Monitor Model], Quantity: [X]
- [Keyboard/Mouse Set], Quantity: [X]

Kindly expedite this requisition to ensure minimal disruption to workflow.

Best regards,

[Your Name]

[Department]

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