

Formal office purchase request

Subject: Purchase Requisition for Office Supplies

Dear [Manager's Name],

I am writing to formally request the purchase of the following office supplies for [Department/Team Name]:

1. [Item Name] â€™ [Quantity]
2. [Item Name] â€™ [Quantity]
3. [Item Name] â€™ [Quantity]

These items are required to ensure smooth operations and maintain productivity. Kindly approve this requisition and forward it to the procurement department for processing at the earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/purchase-requisition-letter>