

Casual internal request

Subject: Purchase Request for Team Supplies

Hi [Manager's Name],

We are running low on the following supplies:

- [Item Name], [Quantity]

- [Item Name], [Quantity]

Can you please approve this purchase so we can restock? Thanks a lot.

Cheers,

[Your Name]

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