

Preliminary request awaiting full details

Subject: Preliminary Purchase Request for [Item/Equipment]

Dear [Manager's Name],

We are planning to acquire [Item/Equipment Name] for upcoming operations. This letter serves as a preliminary request until we finalize quantities and specifications.

Once finalized, a detailed requisition will be submitted for approval.

Thank you for your consideration.

Best regards,

[Your Name]

[Department]

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