

Request for immediate procurement

Subject: Urgent Purchase Request for [Item Name]

Dear [Procurement Manager],

Due to the immediate need for [Item Name] in [Department/Project], I request the urgent approval of this purchase. The required items are:

- [Item Name], Quantity: [X]
- [Item Name], Quantity: [X]

Your prompt approval will help prevent delays in ongoing operations.

Thank you,

[Your Name]

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