

Internal casual request to management

Subject: Request to Issue Purchase Order

Hi [Manager Name],

I would like to request approval to issue a purchase order for [Item/Service]. The details are as follows:

- Quantity: [Amount]
- Vendor: [Vendor Name]
- Estimated Cost: [Cost]

Please let me know if you need any further information to process this request.

Thanks,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/request-letter-for-purchase-order>