

Provisional request pending formal approval

Subject: Provisional Request for Project Resources

Dear [Manager's Name],

I would like to submit a provisional requisition for the materials needed for [Project Name]. This request is to secure preliminary approval while finalizing detailed requirements:

[List of Preliminary Materials]

Once approved, we will provide a full list with specifications. Your timely attention to this provisional request will help us maintain the project schedule.

Best regards,

[Your Name]

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