

Request for preliminary resources for planning

Subject: Preliminary Requisition for Project Planning

Dear [Manager's Name],

For the initial phase of [Project Name], we require the following materials and equipment to start planning and preparatory work:

[List of Preliminary Materials]

This requisition is submitted to facilitate early-stage activities while we finalize the complete list for subsequent phases.

Thank you for your consideration.

Best regards,

[Your Name]

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