

Requisition Letter For Stationery

[Your Name]

[Your Title/Position]

[Your Department]

[Your Organization/Company]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date: July 26, 2023]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Department]

[Recipient's Organization/Company]

[Address]

[City, State, ZIP Code]

Subject: Stationery Requisition

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of the [Your Department] at [Your Organization/Company]. As part of our regular operations, we are in need of a replenishment of stationery supplies to ensure the smooth functioning of our department.

We kindly request the following stationery items to be provided as soon as possible:

1. Pens (blue and black ink)
2. Pencils (HB or equivalent)
3. Highlighters (assorted colors)
4. Permanent markers (assorted colors)

5. A4 size printer paper
6. A4 size writing pads/notebooks
7. Post-it notes (assorted colors)
8. Staplers (standard size)
9. Staples (standard size)
10. Paper clips (assorted sizes)
11. File folders (letter size)
12. Binder clips (assorted sizes)
13. Scotch tape (standard size)
14. Correction fluid/tape
15. Whiteboard markers (assorted colors)
16. Whiteboard erasers
17. Envelopes (standard size)

We estimate that the quantity mentioned below will suffice for the next [time frame, e.g., six months]:

- Pens: 50 pieces
- Pencils: 30 pieces
- Highlighters: 20 pieces
- Permanent markers: 10 pieces
- A4 size printer paper: 5 reams (500 sheets per ream)
- A4 size writing pads/notebooks: 10 pads
- Post-it notes: 10 packs (100 sheets per pack)
- Staplers: 3 pieces
- Staples: 10 boxes
- Paper clips: 5 boxes (assorted sizes)
- File folders: 20 pieces
- Binder clips: 10 pieces (assorted sizes)

- Scotch tape: 10 rolls
- Correction fluid/tape: 5 bottles
- Whiteboard markers: 10 pieces (assorted colors)
- Whiteboard erasers: 3 pieces
- Envelopes: 2 packs (standard size)

Please provide the requested items in the quantities specified above. If there are any constraints or limitations in fulfilling this requisition, kindly let us know as soon as possible so that we can explore alternative solutions.

Additionally, if there are any new stationery items or improved versions available, please feel free to include them in the supply.

Thank you for your prompt attention to this matter. We appreciate your support in ensuring the efficient functioning of our department. If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to a favorable response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Department]

[Your Organization/Company]