

# Official stationary request letter to office administration

Subject: Requisition of Stationery Supplies

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the procurement of stationery items required for the [Department/Team Name]. The current stock has been depleted and replenishment is necessary to ensure smooth daily operations.

Please find below the list of required items:

- Notebooks " 50 units
- Ballpoint pens " 100 units
- Staplers " 10 units
- Printing paper " 10 reams

Kindly process this requisition at the earliest convenience. Your support is greatly appreciated.

Sincerely,

[Your Name]

[Designation]

[Department Name]

[Date]

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