

Informal email requesting stationery

Subject: Stationery Requisition

Hi [Recipient Name],

Hope you are doing well. We are running low on some essential stationery items for our team and would like to request the following:

- Pens “ 50 pieces
- A4 paper “ 5 reams
- Sticky notes “ 20 packs

Please let us know when these items can be arranged. Thanks a lot for your help!

Best regards,

[Your Name]

[Department Name]

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