

Concise stationery request via email

Subject: Request for Stationery Supplies

Hello [Recipient Name],

We are running low on essential stationery items. Kindly provide the following at your earliest convenience:

- Pens “ 30 units
- Notebooks “ 20 units
- Paper clips “ 10 boxes

Thanks for your support.

Regards,

[Your Name]

[Department Name]

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