

Letter requesting temporary or provisional stationery support

Subject: Provisional Stationery Request

Dear [Recipient Name],

As we prepare for the upcoming audit and meetings, we request provisional stationery items to meet immediate needs:

- Letterhead sheets " 100 units
- Envelopes " 50 units
- Markers " 10 units

This requisition is intended to support urgent operational requirements and will be followed by a detailed departmental request later.

Thank you,

[Your Name]

[Designation]

[Department Name]

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