

Official request for school supplies

Subject: Request for Classroom Supplies

Dear Principal [Name],

I am writing to request the provision of additional classroom supplies for [Class/Department Name].

Due to increased student enrollment, we are experiencing a shortage of essential materials including [list specific items].

Providing these supplies will help ensure that students continue to receive a high-quality learning experience. I kindly request that the necessary items be made available at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Position/Role]

[Class/Department]

[Date]

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