

Informal request for classroom resources

Subject: Request for Extra Classroom Resources

Hi Principal [Name],

I hope you're doing well. I wanted to request some additional materials for our classroom, specifically [list items], as we've run short due to ongoing projects.

It would be great if these could be arranged soon so that we can maintain our class activities without disruption.

Thanks a lot for your help!

Best regards,

[Your Name]

[Class/Department]

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