

Temporary request pending approval

Subject: Provisional Request for Lab Equipment

Dear Principal [Name],

I am submitting a provisional request for additional laboratory equipment for the [Lab Name] in [Class/Department]. This is to support upcoming experiments in the [Subject] curriculum.

A detailed list of required items will follow upon your initial approval. I request your consideration and early response to facilitate planning.

Thank you for your guidance.

Sincerely,

[Your Name]

[Position/Role]

[Date]

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