

Requesting resources for school event

Subject: Request for Resources for Annual Science Fair

Dear Principal [Name],

I am writing to request the provision of necessary materials and equipment for the upcoming Annual Science Fair scheduled on [Date]. Required items include [list items], which are essential for students' participation.

Timely approval of this request will ensure smooth execution of the event.

Thank you for your kind consideration.

Sincerely,

[Your Name]

[Event Coordinator/Teacher]

[Date]

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