

# Professional Office Supply Request

Subject: Requisition for Office Supplies - Department Operations

Dear [Manager/Procurement Officer],

I am writing to formally request the procurement of essential office supplies for our department's continued operations. After conducting an inventory assessment, we have identified critical shortages that require immediate attention.

The requested items include: [List specific items with quantities]. These supplies are necessary for maintaining productivity and supporting our team's daily functions. The estimated total cost is [amount], which falls within our departmental budget allocation.

I have attached detailed specifications and preferred vendors for your review. Please process this requisition at your earliest convenience to avoid operational disruptions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Department]

[Contact Information]

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