

# Informal Team Supply Request

Subject: Quick Supply Request for Team

Hi [Name],

Hope you're doing well! Our team is running low on some basic supplies and could really use a quick restock.

Here's what we need:

- [Item 1] - [quantity]

- [Item 2] - [quantity]

- [Item 3] - [quantity]

Nothing too fancy - just the usual stuff to keep us going. We've been making do with what we have, but it's getting pretty tight now.

Could you help us get these ordered? No rush, but sometime this week would be great.

Thanks a bunch!

[Your Name]

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