

Urgent Emergency Supply Request

Subject: URGENT - Emergency Requisition Required

Dear [Manager],

This is an emergency requisition request that requires immediate attention due to unforeseen circumstances affecting our operations.

SITUATION: [Describe emergency - equipment failure, urgent project requirements, safety concerns, etc.]

IMMEDIATE NEEDS:

- [Critical item 1] - [quantity] - [justification]

- [Critical item 2] - [quantity] - [justification]

TIME SENSITIVITY: This request is time-critical due to [specific reason]. Delay in procurement will result in [consequences - lost revenue, missed deadlines, safety risks].

AUTHORIZATION: I am requesting expedited approval under emergency procurement procedures.

Full documentation and approvals can be completed retroactively if necessary.

BUDGET: Emergency funds from [budget source] or approval for budget variance request.

Please contact me immediately at [phone number] to discuss expedited processing.

Urgently,

[Your Name]

[Title]

[Emergency Contact]

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