

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Department]
[Company Name]

Dear [Recipient Name],

Subject: Internal Purchase Request

I am writing to formally request the purchase of [item(s) or service(s)] for [specific purpose or project]. The details of the request are as follows:

- ****Item/Service Description:**** [Provide a detailed description]
- ****Quantity Needed:**** [Specify quantity]
- ****Estimated Cost:**** [Provide estimated total cost]
- ****Justification:**** [Explain the reason for the purchase]
- ****Preferred Vendor:**** [Name of vendor, if applicable]
- ****Budget Code:**** [Include budget code if applicable]

Please let me know if you need any further information or if there are forms I should complete as part of this request.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]