

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

Subject: Purchase Request for [Item/Service Name]

I am writing to formally request the purchase of [describe the item/service], which is essential for [explain the purpose or need].

Details of the purchase request are as follows:

- Item/Service Name: [Name]
- Quantity: [Amount]
- Estimated Cost: [Cost]
- Supplier: [Supplier Name]
- Reason for Purchase: [Brief explanation]

I believe this purchase will [mention the expected benefits or importance]. I kindly ask for your approval to proceed with this request. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Contact Information]