

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the purchase of office supplies necessary for our department's operations.

Below is a list of the items needed:

1. [Item Description] - [Quantity] - [Estimated Cost]
2. [Item Description] - [Quantity] - [Estimated Cost]
3. [Item Description] - [Quantity] - [Estimated Cost]

The total estimated cost for these supplies is [Total Amount]. I believe these items will greatly assist in enhancing our productivity and maintaining efficient workflow.

Please let me know if you need any further information or if we need to discuss this request in detail. I appreciate your attention to this matter and look forward to your approval.

Thank you for your assistance.

Best regards,

[Your Name]  
[Your Position]  
[Your Department]