
Requisition Letter For Equipment

Sarah Lee

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Dr. James Carter

Principal

Greenwood High School

654 Cedar Avenue

Greenwood, NY 12345

Dear Dr. Carter,

Subject: Requisition for Classroom Equipment

I hope this letter finds you well. I am writing to formally request the acquisition of essential classroom equipment for the upcoming academic year at Greenwood High School. Ensuring that we have adequate equipment is crucial for providing a conducive learning environment and supporting our students' educational needs.

The specific details of the requisition are as follows:

- **Item/Resource/Equipment:** Interactive Whiteboards, Document Cameras, Scientific Calculators
- **Quantity:** 5 Interactive Whiteboards, 5 Document Cameras, 30 Scientific Calculators
- **Purpose:** These items will be used to enhance classroom instruction, facilitate better visual presentations, and aid in complex mathematical computations.

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- **Justification:** The current whiteboards are outdated and do not support interactive learning. Document cameras will allow for better display of documents and objects during lessons. Scientific calculators are essential for higher-level math courses, and our current supply is insufficient for the number of students enrolled.

I believe that the procurement of this equipment will significantly contribute to better learning outcomes, increased student engagement, and overall academic success.

I am hopeful that you will consider this request favorably and grant approval at the earliest convenience. Should you require any additional information or wish to discuss this further, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your positive response.

Yours sincerely,

Sarah Lee

Mathematics Teacher

Greenwood High School

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