

Requisition Letter For Material

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Mr. Robert Wilson

Centerville Middle School

123 Pine Street

Centerville, TX 75833

Dear Mr. Wilson,

Subject: Requisition for Classroom Materials

I hope this letter finds you well. I am writing to formally request the acquisition of essential classroom materials for the upcoming academic year at Centerville Middle School. Ensuring that we have adequate materials 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:** Whiteboard Markers, Graph Paper, Colored Pencils, and Math Workbooks
- **Quantity:** 100 Whiteboard Markers, 200 Packs of Graph Paper, 150 Sets of Colored Pencils, 60 Math Workbooks
- **Purpose:** These materials will be used to support daily classroom activities, math projects, and student assignments.
- **Justification:** The current supply of whiteboard markers is running low, and they are essential for daily instructional use. Graph paper and colored pencils are

needed for math projects and geometry assignments. New math workbooks will provide students with updated exercises and practice problems, which are critical for mastering the curriculum.

I believe that the procurement of these materials 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,

Emily Brown

Math Teacher

Centerville Middle School

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