
Requisition Letter to Principal

John Doe

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Mrs. Jane Smith

Springfield High School

456 Oak Avenue

Springfield, IL 62701

Dear Mrs. Smith,

Subject: Requisition for Science Lab Equipment

I hope this letter finds you well. I am writing to formally request the acquisition of new science lab equipment for the upcoming academic year at Springfield High School. As you are aware, having up-to-date equipment is crucial for enhancing the learning experience and ensuring the safety and effectiveness of our science experiments.

The specific details of the requisition are as follows:

- **Item/Resource/Equipment:** Digital Microscopes, Lab Safety Goggles, Chemical Reagents
- **Quantity:** 10 Digital Microscopes, 50 Lab Safety Goggles, Various Chemical Reagents

- **Purpose:** The equipment will be used in our biology and chemistry classes to provide students with hands-on learning experiences and to ensure their safety during experiments.
- **Justification:** The current microscopes are outdated and often malfunction, hindering students' ability to observe microscopic organisms. The new digital microscopes will allow students to capture and analyze images more effectively. Additionally, the current stock of lab safety goggles is insufficient for the growing number of students, and the chemical reagents are necessary for conducting a broader range of experiments safely.

I believe that the procurement of this equipment will significantly contribute to better learning outcomes, increased student engagement, and improved safety in our science labs.

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,

John Doe

Science Teacher

Springfield High School

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