Eric Dane  
Director of ABC Institute

**Dated:** 28th February 20XX

**Subject:** Request to replenish urgent items

Respected Director,

It is respectfully stated that I have been working in the capacity of a laboratory attendant in ABC Institute for 4 years. In addition to assisting students in their laboratory work, I also manage laboratory stores and provide materials and other equipment to students on demand.

I wanted to draw your attention to an important issue I.e., the unavailability of urgent items in the store. Many of the items are purchased in low quantity because of their cost but sometimes all the students of a grade have to perform the same experiment and require material in sufficient quantity. Due to the lack of these chemicals, many students are not able to perform their assigned experiments and fall behind in class.

I request you to replenish these materials in the store so that they are available to students on-demand otherwise, it will greatly affect their performance in the finals. All students are worried and want you to know about the current situation.

Kindly consider my request as a priority.

Regards,

[Your Name]  
Laboratory Attendant