Date:

Name of the recipient,

Address:

**Subject: A request for office stationery**

Respected HR,

My name is Mr. ABC, and I am working in the marketing department of the company. Through this letter, i would like to put forward a formal request to you to kindly procure stationery items names and quantity of which have been listed below:

|  |  |  |
| --- | --- | --- |
| 1. | Name of stationery item | Quantity |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

These items are no longer available in the stationery store of the company and the entire department is facing difficulty as we have to borrow these items from other departments time and again. Therefore, I am requesting you to provide us with the stationery items that have been mentioned above.

I shall be highly obliged for this act of kindness.

Regards,

[Your Name]