

Healthcare Equipment Requisition

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Facility: [Your Healthcare Facility]

Contact Information: [Your Phone Number / Email]

Subject: Requisition for Personal Protective Equipment (PPE)

Dear [Supplier Name],

I am writing to officially request the procurement of personal protective equipment (PPE) necessary for our healthcare staff's safety during ongoing medical activities.

Request Details:

- Item: [Specify PPE items, e.g., Masks, Gloves, Gowns, Face Shields]
- Quantity: [Specify quantity for each item]
- Size/Type: [Specify sizes/types if applicable]
- Delivery Date: [Specify required delivery date]

Please find attached any necessary documentation related to this requisition. Your prompt attention to this request is greatly appreciated to ensure that our staff remains protected.

Thank you for your support.

Sincerely,

[Your Signature]

[Your Printed Name]