

Healthcare Equipment Requisition

Date: _____

To:

[Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

From:

[Your Name]
[Your Title]
[Hospital/Facility Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Subject: Requisition for Specialized Surgical Instruments

Dear [Supplier's Name],

I am writing to formally request the procurement of specialized surgical instruments needed for our upcoming surgical procedures. The details of the required items are as follows:

Item List:

- Instrument Name 1 - Quantity: ____
- Instrument Name 2 - Quantity: ____
- Instrument Name 3 - Quantity: ____

Please process this requisition at your earliest convenience as these instruments are essential for patient care. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Hospital/Facility Name]