

Retail Purchase Authorization Request

Date: [Date]

To: [Manager's Name]

Store: [Store Name]

Location: [Store Address]

Dear [Manager's Name],

I am writing to request authorization for a retail purchase that is essential for [briefly explain the purpose, e.g., completing a project, stock replenishment, etc.].

Details of the purchase are as follows:

- Item Description: [Item Name]
- Quantity: [Number of Units]
- Estimated Cost: [Total Cost]
- Supplier/Vendor: [Supplier Name]

Justification for this purchase includes [explain the justification or any urgent need for the item].

Thank you for considering this request. I look forward to your prompt approval.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]