

# Office Supply Requisition Confirmation

Date: **[Insert Date]**

To: **[Employee Name]**

Department: **[Department Name]**

From: **[Your Name]**

Subject: Confirmation of Office Supply Requisition

Dear [Employee Name],

We are pleased to confirm your requisition of office supplies submitted on **[Insert Submission Date]**. The following items have been approved:

- [Item 1 - Quantity]
- [Item 2 - Quantity]
- [Item 3 - Quantity]

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

**[Your Name]**

[Your Position]

[Company Name]

[Contact Information]