

[Your Name]

[Your Position]

[Your Department]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Subject: Request for Resource Allocation for Office Supplies

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an allocation of resources for office supplies needed within our department. As we strive to maintain efficiency and productivity, it has come to my attention that our current supplies are running low, and additional resources are necessary to support our ongoing projects.

Specifically, we require the following items:

- [Item 1: Description and quantity]
- [Item 2: Description and quantity]
- [Item 3: Description and quantity]

The estimated total cost for these supplies is [Total Cost]. I believe that these items will be instrumental in navigating our current workload and enhancing our team's performance.

Thank you for considering my request. I am happy to discuss this matter further if needed.

Best regards,

[Your Name]

[Your Contact Information]