

Resource Supply Request

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a student in [Your Grade/Class/Program] at [Your School/Organization]. I am writing to formally request supplies/resources that are necessary for my academic activities.

Below is a list of the supplies I am requesting:

- [Supply/Resource Item 1]
- [Supply/Resource Item 2]
- [Supply/Resource Item 3]

These resources will greatly assist me in [briefly explain the purpose or project]. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Class/Grade]