**Letter to HR to Issue Stationery Items for Office**

Date: September 10, 2022

To,

The Chief

Human Resource Department

Subject: A request for office stationery

Respected Sir,

My name is John and I am working in the sales department of the company. I would like to request you to kindly procure the stationery items and quantities mentioned in the list enclosed with this letter.

We have run out of these supplies in the stationery store and everyone is facing difficulty managing their work. Therefore, I request you to restock the mentioned items in the list of stationery.

Thanking you in anticipation.

Regards,

John Colby

Sales Department

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