

SIMPLE PURCHASE ORDER REQUEST LETTER

November 11, 2050

Cyrus Ortiz

Chief Financial Officer

Finance Department

Dear Ms. Ortiz,

I hope this message finds you well. I am writing to submit a formal purchase request for essential office equipment needed by the Logistics Department to improve productivity and streamline operations.

Item	Description	Quantity	Est. Cost/Unit	Total Cost
ErgoMax Adjustable Standing Desks	Adjustable desks, 28"-48" height, memory presets.	15 units	\$450	\$6,750
UltraClear 4K Monitors	32" 4K monitors with HDMI & USB-C.	30 units	\$350	\$10,500
Smartphone Charging Stations	Stations charge 10 devices at once.	5 units	\$200	\$1,000
Total Estimated Cost				\$15,750

These items will enhance departmental efficiency and ensure employees have essential tools. The adjustable desks offer flexibility, and the new monitors improve data processing clarity and speed. Please approve the purchase. Let me know if you need more details or have questions. Thank you.

Sincerely,

[Your Name]

Senior Procurement Officer

Logistics Department

[Your Company Email]

[Your Company Name]