

BRICKLANE PANTHERS

Office: 10 Business Drive, Westerville, OH 43081 | 222 555 777

Requisition Letter For Sports Equipment

September 15, 2050

Bricklane Panthers
10 Business Drive
Westerville, OH 43081

Kent Bough
Bough Sports Supplies
4336 Old House Drive
Westerville, OH 43081

Dear Mr. Bough,

We hope this letter finds you well. I am writing on behalf of Bricklane Panthers to request 10 baseball bats for our new recruits.

The bats should meet the following specifications:

- Color: Black with red accents
- Material: Metal
- Design: Our team logo

Sample Letter For Requesting Soccer Kits

E Durkheim



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