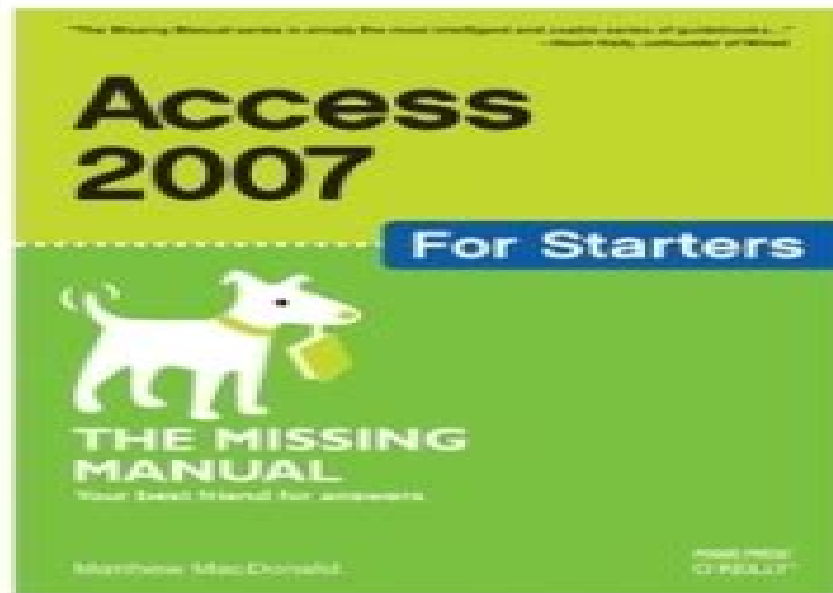


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RJ Shavelson



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web jun 28 2023 dear receiver s name i am writing to request quantity and type of supplies needed for my office located at office address as you move further into the email it s essential to explain why you need the supplies be specific about what tasks or projects they will be used for and the importance of completing these tasks