

Material Supply Request

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

Company Name: [Your Company]

Project Name: [Project Name]

Project Location: [Project Location]

Subject: Material Supply Request for [Project Name]

Dear [Supplier's Name],

We are currently in the process of executing the [Project Name] project, located at [Project Location]. To ensure timely progress, we would like to formally request the supply of the following materials:

- [Material 1] - [Quantity]
- [Material 2] - [Quantity]
- [Material 3] - [Quantity]

We kindly ask for your prompt confirmation of the availability of these materials and the expected delivery timeline. We appreciate your continued support and look forward to sustaining our business relationship.

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email]