

Material Supply Request

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company]

Address: [Supplier's Address]

Dear [Supplier's Name],

I hope this message finds you well. We are currently in the process of a landscaping project and require the following materials:

- Item 1: [Description] - Quantity: [Quantity]
- Item 2: [Description] - Quantity: [Quantity]
- Item 3: [Description] - Quantity: [Quantity]

Please provide us with a quotation for the items listed above. Our anticipated delivery date is [Insert Delivery Date].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]