

Material Supply Request for Maintenance Support

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Attention: [Contact Person]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally request the supply of materials required for our ongoing maintenance support activities.

Requested Materials:

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

We kindly ask for your prompt assistance in providing these materials by [Required Delivery Date] to ensure minimal disruption to our operations.

If you have any questions or need further clarification, please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter, and we look forward to your timely response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]