

Material Supply Request

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

[Your Position]

[Medical Facility Name]

[Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to request the supply of medical materials required for our facility. Due to the increasing demand for patient care, we need to replenish our stock with the following items:

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

We kindly ask you to provide a quote for these items and an estimated delivery date. Your timely assistance in fulfilling this request would be greatly appreciated, as it plays a crucial role in our operations.

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

Sincerely,

[Your Name]

[Your Position]

[Medical Facility Name]