

Material Supply Request for Packaging

Date: [Insert Date]

From: [Your Name]

Company: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier's Name]

Company: [Supplier's Company Name]

Address: [Supplier's Company Address]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to request the supply of materials needed for our packaging department.

Product Description:

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

Delivery Date: [Desired Delivery Date]

Please let me know if you can fulfill this request by the specified date. If you need any more information or have questions, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]