

Raw Material Certification Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally request the certification documents for the raw materials we receive from your company. In order to ensure compliance with our quality assurance standards, we require the following certifications:

- [Certification Type 1]
- [Certification Type 2]
- [Certification Type 3]

Please send the requested documents by [Insert Due Date]. If you have any questions or need further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]