

Request for Explanation on Material Usage

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an explanation regarding the materials used in [specific project or context]. It has come to my attention that there are discrepancies in the usage that I believe require clarification.

Could you please provide a detailed account of the materials utilized, including their specifications, quantities, and any relevant sourcing information? Understanding the rationale behind these choices is essential for our ongoing assessments and future planning.

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]