

Material Delivery Confirmation

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company's Name]

Subject: Confirmation of Material Delivery

Dear [Subcontractor's Name],

This letter serves to confirm the delivery of materials as per our subcontract agreement dated [Insert Agreement Date]. The following materials have been delivered:

- Material 1: [Description and Quantity]
- Material 2: [Description and Quantity]
- Material 3: [Description and Quantity]

The delivery occurred on [Insert Delivery Date] at [Delivery Location]. Please ensure that the materials are inspected upon receipt and any discrepancies are reported within 48 hours.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]