

Materials Approval Request

Date: [Insert Date]

To: [Client/Project Manager Name]

[Client/Company Name]

[Client Address]

Subject: Request for Material Approval

Dear [Client/Project Manager Name],

We, [Subcontractor Company Name], are writing to submit our request for the approval of materials we intend to use for the [Project Name] project. The details of the materials are as follows:

- Material Name: [Insert Material Name]
- Manufacturer: [Insert Manufacturer]
- Model/Type: [Insert Model/Type]
- Specifications: [Insert Specifications]
- Quantity: [Insert Quantity]

Attached to this letter, you will find the detailed documentation and certifications for the proposed materials.

We kindly request your review and approval at your earliest convenience so we can proceed with the procurement process.

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

Sincerely,

[Your Name]

[Your Title]

[Subcontractor Company Name]

[Phone Number]

[Email Address]