

# Materials Request Letter

**Date:** [Insert Date]

**To:** [Supplier's Name]

**Address:** [Supplier's Address]

**From:** [Your Company's Name]

**Project Name:** [Project Name]

**Subcontractor:** [Subcontractor's Name]

**Contact Information:** [Your Contact Information]

Dear [Supplier's Name],

We are writing to formally request materials for our ongoing project, [Project Name]. As a subcontractor, we require the following materials:

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

Please confirm the availability of these materials and provide us with a delivery timeline. Your prompt response will help us maintain our project schedule effectively.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]