

Material Specification Confirmation Receipt

Date: [Insert Date]

To:

[Subcontractor Name]

[Subcontractor Address]

From:

[Your Company Name]

[Your Company Address]

Dear [Subcontractor Name],

This letter serves as a confirmation receipt for the material specifications submitted by you for the project [Project Name]. Below are the details of the materials:

Material Name	Specification	Quantity	Delivery Date
[Material 1]	[Specification 1]	[Quantity 1]	[Delivery Date 1]
[Material 2]	[Specification 2]	[Quantity 2]	[Delivery Date 2]

Please confirm your agreement to the specifications outlined above by signing and returning a copy of this receipt by [Insert Due Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

Subcontractor Signature

Date: _____