

Material Specification Inquiry

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Inquiry on Material Specifications

Dear [Subcontractor's Name],

I hope this message finds you well. We are currently in the process of reviewing the material specifications for the upcoming project, [Project Name]. To ensure that all materials utilized are in compliance with our standards and project requirements, we would like to request the following information:

- Detailed specifications for [specific material 1]
- Detailed specifications for [specific material 2]
- Any certifications or compliance documents applicable
- Lead times for delivery

Please provide the requested information by [Due Date]. Should you have any questions, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]