

Material Specification Revision Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Request for Revision of Material Specification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision to the material specifications outlined in [Project Name/Contract Number]. After careful evaluation, we believe that modifications are necessary to ensure compliance with project standards and operational efficiency.

Current Material Specifications

[Briefly outline current material specifications]

Proposed Revisions

[Detail the proposed revisions and reasons for changes]

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further details.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]