

# Material Specification Verification

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

Subject: Material Specification Verification

We are writing to confirm the receipt of your submitted material specifications for the [Project Name/Description]. After a thorough review, we would like to request the following verifications and clarifications:

- Material Type: [Specify Material]
- Specifications: [Specify Specifications]
- Compliance Documents: [List Required Compliance Documents]

Please provide the requested information by [Insert Due Date] to ensure compliance with the project requirements.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]