

# Supply Arrangement for Building Materials

Date: [Insert Date]

[Supplier's Name]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Supply Arrangement for Building Materials

We are pleased to inform you that [Your Company's Name] has selected [Supplier's Name] as a preferred supplier for building materials. This arrangement is effective from [Start Date] to [End Date].

The quantities and specific materials covered under this agreement include:

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

Pricing will be based on the following terms:

- [Pricing Term 1]
- [Pricing Term 2]
- [Discounts, if any]

Please confirm your acceptance of these terms by signing below and returning a copy of this letter by [Response Date].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company's Name]  
[Your Contact Information]

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Acceptance:

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[Supplier's Name]  
Date: \_\_\_\_\_