

# Return of Excess Construction Materials

Date: \_\_\_\_\_

To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Dear [Recipient's Name],

I hope this message finds you well. We are writing to formally request the return of excess construction materials that were delivered to our project site located at [Project Address]. After reviewing our inventory and project needs, we have determined that the following materials are in surplus:

- Material Type 1 - Quantity
- Material Type 2 - Quantity
- Material Type 3 - Quantity

We would appreciate it if you could arrange for the pickup of the excess materials at your earliest convenience. Please let us know a suitable time for the pickup. If you require any further information or documentation, feel free to contact us.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]