

Return of Surplus Construction Goods

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the return of surplus construction goods, as outlined in our previous discussions. We have completed the recent project at [Project Location] and have identified several items that are no longer required.

The surplus items are as follows:

- [Item 1: Description and Quantity]
- [Item 2: Description and Quantity]
- [Item 3: Description and Quantity]

We would appreciate your guidance on the process for returning these goods, including any necessary documentation or arrangements for pickup.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]