

Request for Return of Construction Materials

Date: [Insert Date]

To,

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

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request the return of construction materials that were delivered to our site on [Insert Delivery Date]. After assessing our current needs and inventory, we have determined that the following items are surplus to our requirements:

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

We would appreciate your guidance on the process for returning these materials and any necessary documentation required to facilitate this return. Our team is available to coordinate the logistics at your earliest convenience.

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]