

Letter of Demand for Supplementary Materials

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally demand the supplementary materials that were promised as part of [specific project/course name or agreement details]. Despite previous communications, I have yet to receive these materials, which are crucial for the continuation of my work.

The requested materials are as follows:

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

These materials were expected by [insert due date], and their delay has caused significant hindrances. I kindly request that you expedite their delivery to ensure [mention any upcoming deadlines or consequences].

Please respond to this letter by [insert response deadline] with the status of my request. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Role if applicable]