

Order Confirmation for Construction Materials

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to confirm our recent order for construction materials. Please find the details of the order below:

Order Details:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Required Delivery Date: [Insert Urgent Delivery Date]
- Shipping Address: [Insert Shipping Address]

We kindly request that you expedite this delivery due to the urgent nature of our project. Please confirm receipt of this order and provide us with the estimated delivery time as soon as possible.

Thank you for your prompt attention to this order.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]