

# Materials Allocation Confirmation

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to confirm the allocation of materials for the [Project Name] construction project as per the attached schedule. The allocated materials are scheduled for delivery on [Delivery Date]. Please find the details below:

## Allocated Materials:

- Material Type 1: [Quantity]
- Material Type 2: [Quantity]
- Material Type 3: [Quantity]

## Delivery Details:

Delivery Address: [Site Address]

Contact Person: [Contact Name]

Contact Number: [Contact Number]

We request your confirmation on the details above and look forward to your cooperation in ensuring a smooth delivery process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]