

Letter of Request for Materials Needed

From,
CP Mehta,
23-X, Big City Kanpur
cp@yahoo.com
+91-568-978-9654

Date: 5th, June 2018

To,
Somnath Plaza,
11-C, Banger Gali,
Kanpur City-09090
sonath@gmail.com
+87-666-909-8888

Dear Somnath,

Hope you are doing great!

I CP Mehta, working as ----- (mention job title) with ----- (mention company name) would like to connect with you over a request of ----- (mention about the material) from your organization.

We have worked together earlier as well in the year ----- on ----- (mention about the project) on a contract basis. So, this time also we would like to revive the contract and would also like to inform you that this is a request of the letter for materials required to assure you that we will also proceed with the advance payment of pre-ordered stock of ----- material needed for our ----- in -----.

So, you can proceed with the shipment of ----- order no ----- for ----- . We will also share a credit statement from the bank, as attached in this sample letter of request for materials needed. In case you need any more information or any kind of clarification to proceed with the order, then please feel free to contact us anytime.

We would like to thank you for your kind support and assistance.

Yours Sincerely,
CP Mehta

