**Request Letter for Material Purchase**

To,

Md. Irfan Khan, 12/23 - D, Surajpur,

Greater Noida

(+456)-566-666-9899

Date – 11/12/2067 Subject: -----

Dear Irfan Khan,

Hope you are doing great!

We at -------- (mention the company name) would like to associate with you over the contract of --------------- (mention the supply of goods).

I ------ (mention your name) working as ------- 9 mention designation) will be the representative on the behalf of the organization and would also request to initiate all the communications further with me. The order has been placed on ------

(mention the date) from our office -------- (mention name and location). We would request you to kindly, release the order as soon as possible and send at our

office---------------.In case you need any more clarification, then please feel free to contact us anytime.

Thank you for your kind support and cooperation.

Yours Sincerely, Rahim Khan,

56- A, T- 8, 1203

Paras Season, Sec-60 Noida-9056789 rahin@rediffmail.com

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