

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
+56-1234567855

