**Request Letter for Material Supply**

To,

Akhay Sheth Kandili Puri, Sec - 3 Noida Marg-70034 akhay@yahoo.com

(+001)-119-998-5678

Date – 22/12/2009 Subject: ------------

Dear Akshay Sheth,

I Ajay Saxena working as --------- (mention job title) -------- with --------------

(company name) would like to inform you about the supply of ----------------------

(mention about the material) from your organization located at

-----------------.

The order was placed on (mention the date) from our office

located at (mention the location). As discussed while considering the

payment, we have finalized on the lowest bid that was agreed by both the parties. We have also proceeded with the initial payment of (mention the amount) to

your office.

So, we would request you to please send us the order as soon as possible to us on the

------------ (mention the location).

In case you need any clarification or information, then please feel free to contact us anytime.

Yours Sincerely, Ajay Saxena,

East India, South Whale India-890023 ajay@hotmail.com

+91-9876543210