

## 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

