**Request Letter to Supplier**

From, Sanam Puri,

56-D, Pink Gali New Delhi -50004

[sanam@hotmail.com](mailto:sanam@hotmail.com) (+119)-555-777-0909

Date: 8th July, 2019 To,

Vivek Suri

67-Bandra Hill Station Mumbai-90045 [vivek@gmail.com](mailto:vivek@gmail.com) (+233)-011-110-01010

Hi! Hope you are doing well.

This letter is a formal letter to bring to your notice about the request of ---------------------

(mention the supply-demand) on -------------- (mention the date) for our business -------

---------- (mention the name) located in (mention the place).

The order has been placed for from our end and we would request you to send

the order as soon as possible. As per the records, we have also proceeded with the payment process and it has been released by our accounts department in your favor. In case you need any other clarification or information from our side, then please feel free to contact us anytime.

Thank you for your support and cooperation.

Yours sincerely, Sanam Puri Organization name Job title

Address Contact details