

Request Letter to Supplier

From,
Sanam Puri,
56-D, Pink Gali
New Delhi -50004
sanam@hotmail.com
(+119)-555-777-0909

Date: 8th July, 2019

To,
Vivek Suri
67-Bandra Hill Station
Mumbai-90045
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

