

Request Letter for Material Supply

Date

[Construction Manager],
[Construction/Builders Company name]
[Address]

Sub: Request for Construction Material Supply

Dear construction manager,

I'm writing to you because my construction company is working under a deadline, and if we continue to operate as we are now using our current materials and machinery, we will continue to be delayed. [Give a description of the situation in your own words]. I'd want to request that you provide us with the right tools so that we may finish on time. We require diggers and tarmac rollers [Instrument or equipment type].[Explain the actual cause and situation].

We need additional fencing to secure the perimeter of our construction site. The area is large, and we currently do not have enough materials to effectively keep the public out. [Describe your requirements]. In addition, we could use more tarmac and concrete. If you are able to provide us with these supplies, it would be greatly appreciated.

Kind regards,

[Your name]
[Job Designation]
[Project name]
[Contact information]