To

[The Business Name]  
[Address][Email/Contact]

Dear [Name],

I am Jackson, project manager at Stars Construction Company. With this letter, I am enclosing my formal request for the supply of material.

My company is famous for building banks, malls, and plazas and I am in this business for the last 10 years. We have a 100 percent success rate to our credit. Four months ago, the government ordered us to construct the head office building of a leading bank. We were given five months’ time to complete this important project.

We were very close to completing this project when it was realized that we are getting short of major construction material. I contacted my previous vendor, but his stock was also finished. Now, the situation is that if we are not provided with the construction material, the project will delay. My company may lose its worth in the market in that case and I don't want it to happen.

Yesterday, I was searching for trustworthy and honest vendors for swift material supply. Your name was on top of that list with a lot of five stars from your clients. I decided to contact you and prepared the proposal.

I have enclosed a list containing names and quantity of material needed. It can be found attached to this letter. I request you to cooperate with me and supply the required amount of material at the earliest. Please accept my proposal only if you have sufficient material in your stock and you are able to supply it within three working days. Alternatively, I must look for another supplier for the same purpose.

In case you accept this proposal for the supply of material, do let me know its estimated cost within one day so that I could make arrangements for a swift transfer of money. Once you win my trust, I can also pay you in advance.

If you keep supplying us with our required material, your payment will never be stopped. We are a big name in the construction business and have made our reputation after years’ long struggle. We have never compromised on quality, and we expect the same from our suppliers.

Please note that the supply of substandard material will be leading to the cancellation of the order, and we reserve the right to initiate legal action. Please comply with the instructions so that you may get further supply orders from my company.

I am waiting for your positive response in this regard.

[Your Name]  
[Business Name