

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear _____,

Please be advised that we need the _____ materials for this project delivered on (date). Delivery should be made directly to the job site at (address).

As noted in our purchase order # _____, this material should be delivered during normal business hours, and we should be notified 24 hours prior to delivery.

Thank you in advance for your compliance with the purchase order requirements.

Sincerely,

Name

Title