[Your Name]

[Date]

[Recipient Name]

Subject: **Request for Delivery**

Dear [Recipient Name]:

This letter is being written to bring my request to your notice that has been pending for last two weeks. I submitted the request for the material on 5th of November. It has been 2 weeks since I placed the order but no material has been delivered to me.

The material requested is very important for the ongoing projects. Because of unavailability of the material, I am unable to complete my work in the desired amount of time. Because of this, I am going to be answerable to the client for late work.

I request you to take immediate actions and figure out the reasons for late delivery. I am looking forward to immediate response from your end. Thank you for your anticipation.

Sincerely,

[NAME HERE]

[Title]