Professional Project Materials Payment Request

Subject: Urgent Payment Requisition - Project Alpha Materials (Ref: PR-2024-001)

Dear Finance Department,

I am writing to request immediate payment authorization for critical project materials required for

Project Alpha. The total amount requested is \$15,750.00 for essential construction supplies from

ABC Materials Ltd.

The materials are needed by December 1st to maintain our project timeline. Delay in payment

approval could result in project delays and potential penalties. All supporting documentation

including quotes, purchase orders, and budget approvals are attached for your review.

Please expedite this payment requisition to ensure uninterrupted project progress. I am available for

any clarifications you may require.

Sincerely,

[Your Name]

Project Manager

Get more templates here: https://www.lettersandtemplates.com/letters/payment-requisition-letter