Dear Sir,

Please find below mentioned material list which is received from Vendor \_\_\_\_\_\_\_\_\_\_vide dc number \_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_ . I request you to please visit to store and check material physically and inspect in SAP (QA32).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT NUMBER** | **MATERIAL NUMBER** | **MATERIAL DESCRIPTION** | **UOM** | **RECEIVED QTY** |
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If you have any query in this mail regard please contact with Mr. ~~User Name.~~

This is a system generated mail please do not reply on same.

THANKS AND REGARDS

~~COMPANY NAME~~