**Email Communication**

**From:** Owner Project Manager pm@abcrealestate.com  
**To:** XYZ Builders Inc. projectlead@xyzbuilders.com  
**Date:** July 5, 2025  
**Subject:** Request to Expedite Material Orders

Dear XYZ Builders,

As discussed during our coordination meeting on July 4th, 2025, we request that you **accelerate procurement** of key structural materials, especially steel beams, given the predicted heavy weather forecast for mid-July.

Please confirm your ability to expedite material orders to avoid potential schedule delays.

Regards,  
Jane Anderson  
Project Manager  
ABC Real Estate LLC