Date: **{{ date }}**

Ref: **WAY/PR/{{ mm }}/{{ referenceNo }}/{{ yy }}**

To: **Dangote Cement Ethiopia  
Addis Ababa**

**Subject: Request letter for cement purchase**

Ways Trading plc, a company currently located in Addis Ababa is one of the distributors of Dangote Cement Ethiopia. Our company wishes to make a purchase of cement product. As such we kindly request your good company to allow and facilitate the cash purchase for {{ volume }} qtl of cement. We have listed below our purchase request list.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Type of cement** | **Location** | **Quantity** |
| 1 | {{ cementName }} | {{ destination }} | {{ volume }} |
|  | | **Total** | **{{ volume }}** |

Thank you, in advance for your usual cooperation

Best Regards,

Fitsum Tamerat