

Formal Business Quotation Request Letter for Construction Materials

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Request for Quotation â€“ Construction Materials

Dear [Supplier's Name],

We are writing to request a detailed quotation for construction materials required for our forthcoming project, **[Project Name]**, located at **[Project Address]**. We would appreciate receiving your best price offer, along with full specifications and terms, for the materials listed below:

Material Description	Quantity	Quality/Specification	Delivery Schedule
Cement (Portland, Type I)	500 bags	50 kg/bag	Within 15 days of order
Steel Rebars	5 tons	12mm & 16mm, Grade 60	Within 15 days of order
Concrete Hollow Blocks	8,000 pcs.	6â€x8â€x16â€, ASTM Certified	Within 20 days of order

Please include the following details in your quotation:

- Unit and total prices (inclusive/exclusive of all taxes and charges)
- Brand/manufacturer details, where applicable
- Available payment terms and credit facilities
- Lead time and delivery terms (FOB, CIF, etc.)
- Warranty or guarantee information
- Validity period of the quotation

Kindly send your quotation to us at [your email address] or [fax number] no later than [required deadline]. Should you have any queries or require further clarification, please do not hesitate to contact us at [your phone number].

We look forward to your prompt response and competitive offer. Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]