

# Sample Request for Quotation Letter for Construction Materials

Date: [Insert Date]

To:  
[Supplier/Vendor Name]  
[Company Name]  
[Address]  
[City, State, ZIP Code]

Subject: Request for Quotation for Construction Materials

Dear [Supplier/Vendor Name],

We are currently in the process of sourcing materials for our ongoing project, **[Project Name/Description]**, located at **[Project Location]**. We would appreciate it if you could provide us with a detailed quotation for the following construction materials:

No.	Material Description	Specification/Grade	Unit	Quantity
1	[e.g., Portland Cement]	[e.g., 42.5N]	[e.g., bag]	[e.g., 500]
2	[e.g., Reinforcement Steel Bar]	[e.g., 16mm, Grade 60]	[e.g., ton]	[e.g., 10]

Kindly include the following information in your quotation:

- Unit and total prices (excluding and including VAT)
- Available brands/manufacturers
- Delivery timeline and terms
- Payment terms and conditions
- Validity period of the quotation
- Any warranties or after-sales support details

Please submit your quotation by **[Submission Deadline]** to enable timely procurement decisions. Should you require further clarification or additional specifications, feel free to contact us at **[Your Contact Information]**.

We look forward to receiving your prompt and competitive quotation.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Company/Organization Name]  
[Contact Number]  
[Email Address]