

[Your Company Letterhead]

[Date]
[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP]

Subject: Request for Quotation for Construction Materials

Dear [Supplier's Name],

I am writing to formally inquire about the availability and pricing of construction materials required for our upcoming project, **[Project Name/Description]**. As part of our procurement process, we are seeking detailed quotations to ensure we acquire high-quality materials at the most competitive rates.

The materials required are as follows:

Item	Specification	Quantity
[Material 1]	[Specification/Grade/Dimensions]	[Quantity]
[Material 2]	[Specification/Grade/Dimensions]	[Quantity]

Kindly include the following details in your quotation:

- Unit price and total cost for each item
- Availability and earliest delivery date
- Payment terms and conditions
- Warranty or guarantee details
- Any applicable taxes, shipping, or handling charges

We would appreciate receiving your comprehensive quotation by **[Deadline Date]**, as timely procurement is crucial to our project timeline.

Should you require further details or clarifications regarding our requirements, please contact me at [Your Email Address] or [Your Phone Number]. We look forward to your prompt and competitive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]