

Sample Business Letter for Quotation Request for Construction Materials

Date: [Insert Date]

To: [Supplier Name]

Company Name: [Supplier Company Name]

Address: [Supplier Address]

Dear [Supplier Name],

We are currently undertaking a construction project and would like to request a quotation for the supply of construction materials as detailed below. Kindly provide your best prices, terms of delivery, and payment options at your earliest convenience.

List of Required Materials:

- Material 1: [e.g., Portland Cement] - [Quantity] [Unit]
- Material 2: [e.g., Reinforced Steel Bars] - [Quantity] [Unit]
- Material 3: [e.g., Crushed Gravel, Type 3/4"] - [Quantity] [Unit]
- Material 4: [e.g., Hollow Blocks, 6'] - [Quantity] [Unit]

Additional Details:

- Required delivery date: [Insert Delivery Date]
- Delivery location: [Insert Project Site Address]
- Any other specific requirements: [e.g., quality standards, packaging]

Please include all relevant information in your quotation, including availability, lead time, warranty (if applicable), and any discounts for bulk orders. If you require further details, feel free to contact us at [Your Contact Information].

We look forward to receiving your prompt and competitive quotation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]