

Your Company Letterhead  
Address Line 1  
Address Line 2  
City, State, ZIP Code  
Phone: (xxx) xxx-xxxx  
Email: your.email@company.com  
Date: [Insert Date]

**To:**  
Supplier/Manufacturer Name

Address Line 1  
Address Line 2  
City, State, ZIP Code

**Subject:** Request for Price Quotation of Construction Materials

Dear [Supplier's Name or "Sir/Madam"],

We are currently in the process of sourcing high-quality construction materials for our upcoming project, and we would like to request a detailed price quotation for the following items:

No.	Material Description	Specification/Grade	Unit	Quantity
1	Cement	Type 1, 50kg bag	Bags	500
2	Reinforcement Steel Bars	10mm diameter, Grade 60	Ton	5
3	Sand	Washed, fine	Cubic Meter	30
4	Concrete Hollow Blocks	4"x 8" x 16"	Pieces	2,000

Kindly include the following information in your quotation:

- Unit price and total cost for each item
- Availability and lead time for delivery
- Terms of payment and any applicable discounts
- Delivery charges (if any)
- Other relevant terms and conditions

We would appreciate receiving your complete quotation at your earliest convenience, preferably within the next [insert timeframe, e.g. 5 working days], to enable us to finalize our procurement plans.

Should you require any further specifications or clarifications, please do not hesitate to contact us at [your phone number] or [your email address].

We look forward to your prompt response and hope to establish a mutually beneficial business relationship with your company.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company Name]