

Material Supply Request for Research Project

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company]

Address: [Supplier's Address]

Dear [Supplier's Name],

I am writing to formally request the supply of materials required for our ongoing research project titled "[Project Title]." Our research takes place at [Your Institution/Organization Name] and focuses on [Brief Description of Research Project].

We are in need of the following materials:

- [Material 1] - [Quantity]
- [Material 2] - [Quantity]
- [Material 3] - [Quantity]

The total cost of these materials will be covered by our research budget, and we kindly request that you provide us with a quotation at your earliest convenience. Furthermore, please include the estimated delivery timeline as it is crucial for the progress of our project.

If you require any further information or have any questions regarding this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]