

Procurement Request for Materials Supply

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally request the procurement of materials for our ongoing construction project located at [Project Address]. Below are the details of the materials required:

Item Description	Quantity	Unit Price	Total Price
[Material 1]	[Quantity 1]	[Unit Price 1]	[Total Price 1]
[Material 2]	[Quantity 2]	[Unit Price 2]	[Total Price 2]

Total Amount: [Total Amount]

We kindly request that you provide us with a quotation for the above materials by [Response Deadline]. Please include delivery timelines and any applicable terms and conditions.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]