

Construction Procurement Request

Date: [Insert Date]

To: [Contractor/Supplier Name]

Address: [Contractor/ Supplier Address]

Dear [Contractor/Supplier Name],

We are writing to formally request a procurement for a renovation project at [Project Location]. As part of our ongoing efforts to improve our facilities, we require the following services:

- Scope of Work: [Brief description of the renovation work needed]
- Project Timeline: [Expected start and completion dates]
- Budget: [Estimated budget for the renovation]
- Special Requirements: [Any specific materials or standards required]

We would appreciate your detailed quotation, including labor and material costs, by [Deadline for quotation submission]. Our decision will be based on your quotation as well as your experience and references.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]