

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Company Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Request for Quotation for PVC Pipes

I hope this message finds you well. We are currently in the process of sourcing PVC pipes for an upcoming project, and we would like to request a quotation from your esteemed company.

Please provide us with your best prices for the following specifications:

- Size of pipes: [insert sizes]
- Quantity: [insert quantity]
- Type: [insert type, e.g., Schedule 40, Schedule 80, etc.]
- Additional requirements: [insert any other relevant specifications]

We would appreciate it if you could include information on delivery times, payment terms, and any applicable discounts for bulk orders.

We look forward to receiving your quotation by [insert preferred response date]. Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]