

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

Subject: Request for Quotation

We are writing to request a quotation for the following items:

Item Description	Quantity	Unit Price	Total Price
[Item 1]	[Qty 1]	[Price 1]	[Total 1]
[Item 2]	[Qty 2]	[Price 2]	[Total 2]
[Item 3]	[Qty 3]	[Price 3]	[Total 3]

[Additional items can be added as necessary.]

Please include the following information in your quotation:

1. Delivery time
2. Payment terms
3. Validity period of the quotation

We appreciate your prompt response and look forward to continuing our business relationship.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]