

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Vendor's Name]
[Vendor's Company Name]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Request for Quotation

I hope this message finds you well. We are interested in obtaining a quotation for the following products/services:

1. [Product/Service Description 1]
 - Quantity: [Specify Quantity]
 - Specifications: [Add any specific requirements]
2. [Product/Service Description 2]
 - Quantity: [Specify Quantity]
 - Specifications: [Add any specific requirements]

We would appreciate it if you could provide us with your best price, including any available discounts, lead times, and payment terms.

Please send your quotation by [Specify Deadline, if any]. If you require any additional information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]