

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Equipment Procurement Request

I hope this message finds you well. We are writing to formally request a quotation for the procurement of [specific equipment] to support our operations.

Details of the equipment required are as follows:

- Item: [Description of equipment]
- Quantity: [Number of units]
- Specifications: [Any specific requirements or standards]
- Delivery Timeline: [Desired delivery date]

Please include in your quotation the terms of payment, warranty information, and any additional charges related to shipping or installation.

We appreciate your attention to this request and look forward to your prompt response by [specific date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]