

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Quotation (RFQ)

I hope this letter finds you well. We are currently seeking quotations for [briefly describe the product/service needed] and would appreciate your prompt response.

Please provide a detailed quotation including the following information:

1. Product/service specifications
2. Pricing
3. Delivery terms
4. Payment terms
5. Any applicable warranties or guarantees

We are looking to finalize our decision by [insert date], so a timely response by [insert response due date] would be greatly appreciated.

Thank you for your attention to this request. If you have any questions, please do not hesitate to contact me at [your phone number] or [your email address].

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your City, State, Zip Code]

[Your Contact Information]