

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

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

Dear [Recipient Name],

Subject: Purchase Request

I hope this message finds you well. I am writing to formally request the purchase of the following items:

1. [Item Description] - [Quantity]
2. [Item Description] - [Quantity]
3. [Item Description] - [Quantity]

We require these items for [briefly explain purpose or project]. Please provide us with a quotation including the delivery time and payment terms.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]