

[Your Company's Letterhead]
[Your Name]
[Your Job Title]
[Your Company's Name]
[Your Company's Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Acquisition of Goods

I hope this letter finds you well. I am writing to formally request the acquisition of [briefly describe the goods] from [Recipient's Company Name]. We have identified these goods as essential to our upcoming project, and we believe that your company is the ideal supplier due to [mention any relevant experience or past dealings].

We require [specify quantity and specifications of goods] and would appreciate it if you could provide us with a detailed quotation including pricing, lead times, and payment terms.

Please let us know if you require any further information to process this request. We look forward to your prompt response and hope to establish a mutually beneficial relationship.

Thank you for your attention to this matter.

Sincerely,

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