

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

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

Hey [Recipient's Name],

Hope you're doing well! I wanted to reach out and get a quick quote on [specific product/service]. I'm looking for [details about what you need, including any specifications, quantities, or timelines].

If you could send me the pricing and any relevant info, I'd really appreciate it! Looking forward to hearing from you.

Thanks a bunch!

Best,

[Your Name]