

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a quotation for [specific service/product] that I am interested in. Here are the details:

- Description of [service/product]: [Brief details]
- Quantity: [Number]
- Required Features: [List any specific features or requirements]
- Delivery Timeline: [Expected delivery date]

Please provide your best rates and any additional information regarding terms and conditions.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]