

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a quotation for [specific services/products] that we are interested in procuring.

We would appreciate it if you could provide us with the following information:

1. Pricing details
2. Delivery options and times
3. Payment terms
4. Any applicable discounts for bulk orders

Please let us know if you require any further details to prepare your quotation. We look forward to your prompt response.

Thank you for your assistance.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]