

[Your Name]
[Your Position]
[Your Company Name]
[Your Company 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],

I hope this message finds you well. I am writing to request a quotation for [specify the product/service you need] required for [briefly explain the purpose or project].

Please provide your pricing, availability, and any relevant terms by [specific date].

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]