

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

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Quotation

I hope this message finds you well.

We are currently in the process of [briefly explain the reason for the request - e.g., sourcing supplies, procuring services, etc.], and we would appreciate a quotation for the following items/services:

- [Item/Service 1: Description, Quantity]
- [Item/Service 2: Description, Quantity]
- [Item/Service 3: Description, Quantity]

Please include details regarding pricing, delivery timeframes, and any terms and conditions that may apply. We kindly request that you send your quotation by [specific date].

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

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