

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Quotation

I hope this message finds you well.

We are interested in obtaining a quotation for [specific products/services you need] and would appreciate your prompt response. Please include the following details in your quotation:

1. Description of the product/service
2. Unit price
3. Quantity available
4. Delivery timeline
5. Payment terms

If you require any further information to prepare the quotation, please do not hesitate to contact me.

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

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]