

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Request for Quotation

We hope this message finds you well. We are reaching out to request a quotation for [briefly describe the products or services].

Details of our requirements are as follows:

- **\*\*Item/Service Description\*\***: [Description]
- **\*\*Quantity\*\***: [Number]
- **\*\*Specifications\*\***: [Any specific specifications if applicable]
- **\*\*Delivery Timeline\*\***: [Desired delivery schedule]
- **\*\*Payment Terms\*\***: [Preferred payment terms]

We appreciate your prompt attention to this request and would be grateful to receive your quotation by [specific date]. Should you have any questions or need further clarification, please do not hesitate to contact us at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Company Website] (if applicable)