

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request a quotation for [specific products/services needed]. Please include details on pricing, availability, and any applicable terms and conditions.

We would appreciate receiving your quotation by [specific deadline].

Thank you for your attention to this matter.

Sincerely,

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