

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

Subject: Request for Quotation

I hope this message finds you well.

We are currently in the process of [briefly explain the project or need], and we would like to request a quotation for your services/products.

Below are the details regarding our requirements:

1. **Description of Goods/Services**: [Provide a detailed description]
2. **Quantity**: [Specify the quantity or volume needed]
3. **Specifications**: [Outline any specifications, standards, or certifications required]
4. **Delivery Timeline**: [Indicate desired delivery date]
5. **Terms and Conditions**: [Mention any specific terms, payment conditions, or delivery requirements]

We would appreciate receiving your quotation by [insert deadline], which will assist us in making an informed decision.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further clarification.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

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