

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Quotation

I hope this message finds you well. I am writing to request a quotation for [brief description of the goods/services needed] that we require for [specific project or purpose].

To assist in preparing your quotation, here are the details:

- Description of goods/services: [Provide details]
- Quantity: [Specify quantity]
- Required delivery date: [Specify date]
- Any specific requirements: [List any special requests]

Please let me know if you need any further information to facilitate your quotation. I would appreciate receiving your quote by [specific date].

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

Best regards,

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