

Subject: Request for Quotation

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am reaching out to request a quotation for [specify the product/service you need] that we are considering for [briefly explain the purpose or project].

We would appreciate it if you could provide us with the following details:

- [Specify detail 1]

- [Specify detail 2]

- [Specify detail 3]

Please include any relevant terms and conditions, lead times, and payment options associated with the quotation.

We look forward to your prompt response by [insert deadline if applicable].

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]