

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Quotation

I hope this message finds you well.

I am writing to request a quotation for [specific products/services you need]. We are looking to procure them for [briefly explain the context or project].

Please include in your quotation the following details:

- Pricing
- Availability
- Delivery terms
- Payment terms

We would appreciate it if you could send us your quotation by [specific date]. Should you need any further information, please do not hesitate to contact me.

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

Sincerely,

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