

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

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

Dear [Recipient's Name],

Subject: Request for Quotation

I hope this letter finds you well.

We are currently in the process of [briefly describe the project or need, e.g., updating our office equipment, launching a new product, etc.], and would like to request a quotation for the following items/services:

1. [Item/Service 1: Description, Specifications, Quantity]
2. [Item/Service 2: Description, Specifications, Quantity]
3. [Item/Service 3: Description, Specifications, Quantity]

Please include in your quotation the following details:

- Pricing
- Delivery lead times
- Payment terms
- Warranty information

We would appreciate receiving your quotation by [specific deadline, e.g., MM/DD/YYYY]. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

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