

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

Dear [Recipient's Name],

Subject: Request for Quotation

I hope this message finds you well.

We are currently in the process of evaluating suppliers for [briefly describe the products/services needed] and would like to request a quotation from your esteemed company.

Please provide us with the following information:

1. Pricing details for [specific products/services].
2. Minimum order quantities.
3. Delivery lead times.
4. Payment terms.
5. Any discounts for bulk purchases.

We would appreciate receiving your quotation by [specific date]. Thank you for your attention to this matter, and we look forward to the possibility of working together.

Best regards,

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