

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to kindly request a quotation for [specific products/services] that we are interested in procuring for our organization. We would appreciate it if you could provide us with the following details:

1. Product/Service Description
2. Pricing Information
3. Delivery Timeline
4. Any applicable terms and conditions

We are aiming to make a decision by [decision deadline], so a prompt response would be greatly appreciated. Please let us know if you need any further information from our side for the quotation.

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

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]