

[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],

Subject: Request for Quotation

I hope this message finds you well. We are currently seeking to procure [brief description of the goods/services needed], and would appreciate your quotation for the same.

Please include the following details in your quotation:

- Itemized pricing
- Estimated delivery time
- Payment terms
- Any warranties or guarantees

We would appreciate receiving your quotation by [specific date] to facilitate our decision-making process.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]