

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request a quotation for [briefly describe the product or service you need]. We are looking for [specific details, quantities, or any particular requirements].

Could you please provide the quotation by [specific date]? If you need any further information to assist in the quotation process, do not hesitate to reach out.

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

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Company] (if applicable)