

[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 in the process of sourcing [description of goods/services] for our upcoming project and would appreciate a quotation for the following items:

1. [Item/Service 1 - details, quantity]
2. [Item/Service 2 - details, quantity]
3. [Item/Service 3 - details, quantity]

Please include any relevant information regarding pricing, lead times, and payment terms. It would also be helpful to understand if there are bulk order discounts or any warranty options available.

We kindly request that you provide us with the quotation by [specific date]. Should you need any further information, 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 Name]