

[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],

Subject: Request for Quotation

I hope this message finds you well.

We are currently in the process of sourcing [specific products/services] for [brief description of the project or purpose]. We are interested in receiving a quotation for the following items/services:

1. [Item/Service Description 1]
2. [Item/Service Description 2]
3. [Item/Service Description 3]

Please include the following information in your quotation:

- Pricing details
- Delivery timelines
- Payment terms
- Any applicable taxes or fees

We would appreciate receiving your quotation by [specific date], as this will greatly assist us in making an informed decision.

Should you have any questions or require further details, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

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