

[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 [describe the goods/services needed, e.g., "office supplies," "consulting services," etc.], and we would like to request a quotation from your esteemed company.

Please provide us with a detailed quotation including:

- Description of the goods/services
- Unit prices
- Quantity discounts (if applicable)
- Delivery timelines
- Payment terms

We would appreciate receiving your quotation by [specific deadline, e.g., "October 15, 2023"], to enable us to make a timely decision.

Thank you for considering our request. We look forward to your prompt response.

Best regards,

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