

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

Dear [Supplier Name],

Subject: Request for Quotation

I hope this message finds you well. We are currently in the process of [briefly state the purpose, e.g., sourcing materials, evaluating suppliers, etc.] and would like to request a quotation for the following items/services:

1. [Item/Service Description 1] - [Specifications/Quantity]
2. [Item/Service Description 2] - [Specifications/Quantity]
3. [Item/Service Description 3] - [Specifications/Quantity]

Please include the following details in your quotation:

- Pricing
- Delivery timeframes
- Payment terms
- Warranty/Guarantee information

We would appreciate receiving your quotation by [specific deadline date]. Should you have any questions or require further information, please do not hesitate to reach out.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]