

[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 evaluating potential suppliers for [briefly describe the goods/services you need]. We would appreciate it if you could provide us with a quotation for the following items:

1. [Item Description 1] - [Quantity]
2. [Item Description 2] - [Quantity]
3. [Item Description 3] - [Quantity]

Please include the following details in your quotation:

- Price per unit
- Delivery lead time
- Payment terms
- Any applicable taxes or additional fees

We would appreciate receiving your quotation by [specific date], as we are eager to make a decision soon. If you have any questions or need further details, feel free to reach out to me directly at [your phone number] or [your email address].

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

Best regards,

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