

[Your Company Letterhead]

[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: Quotation Inquiry

I hope this message finds you well.

We are currently seeking to obtain quotations for [specific products/services] and would like to request your pricing and availability. We would appreciate receiving your detailed quote, including the following information:

1. Product/Service Description

2. Unit Price

3. Minimum Order Quantity

4. Delivery Timeframe

5. Payment Terms

Please send us your quotation by [specific date], as we are looking to make a decision promptly. Should you have any questions or require further details, feel free to reach out to me directly.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]