

[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 sourcing suppliers for [brief description of products/services needed], and we are interested in obtaining a quotation from your esteemed company.

We would appreciate it if you could provide us with a detailed quotation including the following information:

1. Pricing for the specified items/services
2. Minimum order quantities
3. Delivery timeline
4. Payment terms
5. Any applicable warranties or guarantees

Please submit your quotation by [specific date] to allow us time for evaluation. Should you need any further elucidation regarding our requirements, do not hesitate to contact me directly.

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

Sincerely,

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