

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Request for Quotation

We are writing to confirm our request for a quotation regarding [brief description of the products/services needed] as discussed on [date of discussion].

We appreciate your prompt attention to this matter and look forward to receiving your quotation by [requested date]. Please include all relevant details such as pricing, delivery timelines, and any applicable terms and conditions.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]