

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inquire about receiving a quotation for [specific products/services] that we are interested in procuring. We would appreciate if you could provide us with the following details:

- Pricing information
- Minimum order quantities
- Delivery times
- Payment terms

We are looking to make a decision by [specific date], so your prompt response would be greatly appreciated.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

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