

[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 follow up on my previous request for a quotation regarding [specific details of the products/services needed]. As we are eager to move forward with this project, receiving your quote at your earliest convenience would be greatly appreciated.

If you require any additional information to assist in preparing the quotation, please do not hesitate to reach out.

Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

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