

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Quotation

We hope this letter finds you well. We are writing to request a quotation for [describe the products/services you need] that we are considering for our upcoming project.

Here are the specific details of our requirements:

- Item/Service Description: [Provide detailed descriptions]
- Quantity: [Specify quantities needed]
- Required Delivery Date: [Mention deadline]

Please include in your quotation the following information:

- Price per unit
- Total cost
- Delivery charges
- Payment terms
- Validity of the quotation

We would appreciate receiving your quotation by [specify deadline for the quotation]. If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]