

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the quotation you provided on [date of quotation] for [specific product/service].

I would appreciate it if you could provide further details on the following points:

1. [Detail or aspect needing clarification]
2. [Another detail or aspect needing clarification]
3. [Any additional questions you may have]

Understanding these aspects will help me make an informed decision. Thank you for your assistance in this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]