

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a quotation for [specific goods/services] that we are considering for our upcoming project.

We are looking for [details about the products or services, including types, quantities, and any specific requirements]. Please include the following information in your quotation:

1. Pricing
2. Delivery timeframes
3. Payment terms
4. Any additional fees or costs

Please send the quotation by [specific date]. Should you require any further information, feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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