

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Quotation (RQP)

I hope this message finds you well. I am writing to request a quotation for [specific product, service, or project details].

The details of the request are as follows:

- ****Description****: [Provide a brief description of the product/service]
- ****Quantity****: [Specify the quantity required]
- ****Delivery Date****: [Indicate desired delivery or completion date]
- ****Additional Requirements****: [List any special requirements or considerations]

Please let me know if you need any further information to provide an accurate quotation. I would appreciate receiving your quotation by [specify deadline if applicable].

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

Sincerely,

[Your Name]
[Your Job Title/Position]
[Your Company Name, if applicable]