

[Your Name]
[Your Position]
[Your Company]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Quotation Proposal (RQP)

I hope this message finds you well. We are currently seeking to procure [describe the goods/services needed], and we would like to invite you to submit a quotation proposal for your offerings.

Please provide us with the following information in your quotation:

1. Detailed description of the goods/services
2. Pricing breakdown
3. Delivery timelines
4. Payment terms
5. Any applicable warranties or guarantees

We would appreciate receiving your proposal by [specific deadline].

Should you have any questions or require further clarification, please do not hesitate to contact me.

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

Best regards,

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