

[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],

Subject: Request for Quotation Proposal (RQP)

I hope this message finds you well. I am writing to request a detailed quotation for [specific products/services] that we are looking to procure for our organization.

We are interested in the following specifications:

- [Specification 1]
- [Specification 2]
- [Specification 3]

Please include your pricing, terms of delivery, and any other relevant information by [specific date].

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]