

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Quotation Proposal (RQP)

I hope this message finds you well. I am writing to formally request a quotation for [specific goods/services] that our organization intends to procure. Please find the details outlined below:

- **\*\*Product/Service Description\*\***: [Brief description]
- **\*\*Quantity\*\***: [Specify quantity]
- **\*\*Delivery Timeline\*\***: [Preferred delivery date]
- **\*\*Additional Requirements\*\***: [Any specific requirements]

We would appreciate receiving your quotation by [deadline date], if possible. Should you have any questions or require further information, please feel free to reach out.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Organization]