

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the quote request we submitted on [date of request]. We are eager to proceed with our project and would appreciate any updates regarding the status of our request.

Understanding your estimated timeframe for providing the quote would greatly assist us in planning our next steps. If you require any additional information to facilitate the process, please do not hesitate to reach out.

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

Best regards,

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