

Request for Quotation Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are in the process of reviewing the quotations submitted for [Project Name/Description] and seek clarification on certain aspects of your proposal.

Specifically, we would appreciate further information regarding the following items:

- [Item/Aspect 1]
- [Item/Aspect 2]
- [Item/Aspect 3]

Your clarification on these points will assist us in making an informed decision. We kindly ask that you provide the requested information by [Specify Deadline].

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

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]