

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are currently in the process of evaluating potential suppliers for [specific product/service] and would like to request a quotation from your company. We would appreciate it if you could provide us with a detailed quote including pricing, delivery timelines, and terms of payment.

Additionally, we would like to understand any volume discounts or special promotions that may apply to our order.

We aim to make a decision by [decision date], so we would appreciate receiving your quote by [submission deadline]. Thank you for your prompt attention to this request.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]