

Request for Quotation Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We would like to request a confirmation of the quotation we previously discussed regarding [Brief Description of Goods/Services].

The details of the quotation are as follows:

- Item Description: [Item Description]
- Quantity: [Quantity]
- Price: [Price]
- Delivery Time: [Delivery Time]

We would appreciate it if you could confirm this quotation by [Deadline Date]. If there are any changes or further details needed, please do not hesitate to contact me.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]