

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent request for quotation dated [Date of Request]. We are eager to move forward and would appreciate any updates regarding our inquiry.

If you need any further information or clarification from our side, please do not hesitate to reach out. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]