

## **Subject: Request for Clarification on Vendor Quotes**

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Vendor's Name]  
[Vendor's Company Name]  
[Vendor's Company Address]  
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request further information regarding the quotes provided by your team for [specific project or service]. We appreciate the time and effort put into preparing the quotes, however, we would like some clarification on a few points to better understand the details.

- Item 1: [Brief Description]
- Item 2: [Brief Description]
- Item 3: [Brief Description]

It would be greatly appreciated if you could provide explanations or any additional details regarding these items by [specific date]. This information will be vital for us to make an informed decision.

Thank you for your cooperation, and I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]