

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Subject: Clarification Needed on Quote

Dear [Vendor's Name],

I hope this message finds you well. I am writing to seek clarification regarding the quote we received on [date of quote] for [specific services/products].

Upon reviewing the details, I noticed some points that require further explanation:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

Could you please provide additional insight on these matters? Your prompt response will greatly assist us in making a timely decision.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]