

Request for Price Quote Clarification

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

[Date]

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

Dear [Vendor Name],

I hope this message finds you well. I am writing to seek clarification regarding the recent price quote provided by your firm for [specific product/service].

We appreciate your prompt response to our initial request; however, we need further details on the following points:

- Itemized breakdown of costs.
- Clarification on any additional fees.
- Terms of payment and delivery timelines.

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

Sincerely,
[Your Name]
[Your Position]