

Request for Quotes

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are currently seeking competitive quotes for [brief description of the goods/services needed]. We would appreciate if you could provide us with a detailed quote including pricing, availability, and any relevant terms and conditions.

Please send your response by [insert deadline date]. We are looking to make a decision by [insert decision date] and value your prompt attention to this matter.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]