

Procurement Request for Service Quotes

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Subject: Request for Service Quotes

Dear [Vendor Name],

We are seeking quotes for the following services:

- Service 1: [Description]
- Service 2: [Description]
- Service 3: [Description]

Kindly provide us with your detailed quotation by [Insert Deadline]. We are looking for information on pricing, availability, and any other relevant details that would assist us in our decision-making process.

Thank you for your prompt attention to this request. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]