

Request for Quotation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Subject: Request for Quotation

Dear [Supplier's Name],

We are currently seeking quotations for [briefly describe the products or services you need]. We would appreciate your prompt response to this request.

Please provide us with your best pricing, minimum order quantities, lead times, and any discounts available. We would like to receive your quotation by [insert deadline for submissions].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]