

Request for Vendor Estimates

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are reaching out to request an estimate for [briefly describe the project or service]. We are currently in the process of evaluating potential vendors and would appreciate your input.

Please provide us with a detailed estimate including:

- Itemized costs
- Estimated timeline for project completion
- Any additional fees or charges
- Payment terms and conditions

We would appreciate receiving your estimate by [insert deadline date]. If you have any questions or need further details, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your time and consideration. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]