

Request for Quotation

Date: [Insert Date]

To: [Vendor's Name]
[Vendor's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Dear [Vendor's Contact Name],

We are reaching out to request a quotation for a large quantity order of the following items:

- Item 1: [Description] - Quantity: [Number]
- Item 2: [Description] - Quantity: [Number]
- Item 3: [Description] - Quantity: [Number]

Please include the following information in your quotation:

1. Unit price
2. Delivery time
3. Payment terms
4. Any applicable discounts for bulk orders

Kindly send your quotation by [Insert Deadline Date] so we can make a timely decision.

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

Sincerely,

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