

# Vendor Services Quotation Inquiry

Date: [Insert Date]

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

[Vendor's Name]  
[Vendor's Company Name]  
[Vendor's Address]  
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. We are currently seeking to enhance our services and would like to inquire about a quotation for your [specific services or products].

Could you please provide us with the following information:

- Detailed pricing for [specific services/products]
- Availability and lead time
- Payment terms
- Any additional fees or charges

We would appreciate receiving your quotation by [insert deadline]. Thank you for your assistance, and I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]