

# Request for Competitive Price Quote

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are currently seeking competitive price quotes for [brief description of goods/services needed]. Our company, [Your Company Name], is dedicated to sourcing high-quality products while ensuring cost-effectiveness.

Please provide us with your pricing, availability, and terms of service by [insert deadline date]. We would appreciate a breakdown of costs and any potential discounts for bulk orders.

Thank you for your time. We look forward to receiving your proposal.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]