

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent inquiry regarding the price quotation for [specific product/service] that we discussed on [date of initial inquiry].

As we are eager to move forward with our decision-making process, we would appreciate receiving the details of the quotation at your earliest convenience. If you require any additional information to facilitate this, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]