

Price Quotation Request

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are [Your Company Name], located at [Your Company Address]. We are currently seeking quotes for [specific items or services you require].

We would appreciate it if you could provide us with your pricing, availability, and terms of payment for the following items:

- [Item 1 - Description and Quantity]
- [Item 2 - Description and Quantity]
- [Item 3 - Description and Quantity]

We would like to receive your quotation by [Insert Deadline Date]. Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]