

# Price Quotation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

## **To:**

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Price Quotation Request for Contract Negotiation**

Dear [Recipient Name],

I hope this message finds you well. We are currently in the process of negotiating a contract for [brief description of the project or products/services]. We would like to request a formal price quotation for the following items:

- [Item/Service 1] - [specifications]
- [Item/Service 2] - [specifications]
- [Item/Service 3] - [specifications]

We appreciate your prompt attention to this request, and we would kindly ask that all quotations be submitted by [insert deadline date]. If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]