

A **business letter for requesting equipment price quotation** is a formal document sent by a potential buyer to a supplier or manufacturer, seeking detailed information about the cost and availability of specific equipment. This letter typically includes a clear description of the desired equipment, quantity needed, and any additional specifications or requirements. The purpose is to obtain accurate pricing, payment terms, delivery schedules, and other relevant details to facilitate informed decision-making and procurement planning. Including polite language and professional formatting helps establish a positive communication channel between the requesting company and the vendor.

Sample Business Letter for Requesting Equipment Price Quotation

[Your Company Letterhead]

[Date]

[Supplier/Manufacturer Name]

[Supplier Address]

[City, State, ZIP Code]

[Country]

Dear [Supplier Contact Name],

Subject: Request for Price Quotation – [Equipment Name/Description]

We hope this letter finds you well. We are writing to request a detailed price quotation for the following equipment:

- **Equipment Description:** [Provide a brief description of the equipment]
- **Model/Type:** [Specify model/type if known]
- **Quantity Required:** [State the number of units]
- **Additional Specifications:** [Mention any extra requirements, if applicable]

Kindly include in your quotation the following details:

- Unit price and total price
- Availability and lead time for delivery
- Payment terms and conditions
- Warranty information
- Shipping costs and terms (if applicable)

We would appreciate receiving your written quotation by [desired date]. Please do not hesitate to contact us at [your contact information] if you need further clarification regarding our requirements.

Thank you for your prompt attention to this request. We look forward to your favorable response and hope to establish a fruitful business relationship with your esteemed company.

Yours sincerely,

[Your Full Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Number]

[Your Email Address]