

# Professional Email Template: Product Quotation Request

Use the following template to request a quotation from a supplier in a professional, clear, and concise manner.

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**Subject:** Request for Quotation â€“ [Product Name or Reference Number]

Dear [Supplier's Name or "Sales Team"],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We are currently seeking quotes for **[Product Name(s) and/or Description]** and would appreciate it if you could provide us with a formal quotation.

Specifically, we would like information on the following:

- Unit price and bulk pricing options
- Available product specifications, including models or variants
- Minimum order quantities
- Estimated delivery times
- Shipping terms and costs to [Shipping Destination]
- Warranty and after-sales service details
- Payment terms

Please let us know if you require further information to provide your best offer. We look forward to receiving your detailed quotation at your earliest convenience.

Thank you for your attention to this request.

Kind regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]