

Sample Business Letter for Quotation Request for Customized Products

[Your Company Letterhead]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Name],

Subject: Request for Quotation for Customized Products

We are writing to formally request a quotation for the supply of customized products, as detailed below. As part of our procurement process, we are seeking to collaborate with reliable suppliers who can provide products tailored to our specifications.

Product Description and Customization Requirements:

- Product Type: [Specify Product]
- Customization Details: [Size, color, material, branding, features, etc.]
- Quantity: [Specify Quantity Required]
- Additional Requirements: [Packaging, labeling, certifications, etc.]

Please include in your quotation the following details:

- Unit price and total price (including any applicable taxes, fees, and discounts)
- Production and delivery timelines
- Payment terms and conditions
- Minimum order quantity (if applicable)
- Warranty and after-sales support, if provided
- Sample availability (if applicable)

We kindly request your quotation by [Quotation Deadline Date] to enable us to proceed with our procurement planning. Should you need any additional information or clarification regarding our requirements, please do not hesitate to contact us at [Your Contact Information].

We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]