

Simple Inquiry Letter Format for Price Quotation

[Your Name]
[Your Position, if applicable]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Supplier's Name or Sir/Madam],

I am writing to request a price quotation for the following products/services:

- [Item 1: specify product/service, model, quantity, etc.]
- [Item 2: specify product/service, model, quantity, etc.]

Kindly provide your best prices along with the terms and conditions, delivery schedules, and any discounts available.

Should you need further information or clarification, please feel free to contact me at the above details.

Thank you for your prompt attention to this request. I look forward to receiving your quotation soon.

Sincerely,
[Your Name]