

Inquiry Letter Sample with Request for Quotation for Office Supplies

This document provides an **inquiry letter sample with request for quotation for office supplies**, designed to help businesses formally request price quotes and product information from suppliers. The letter emphasizes clear communication of specific office supply needs, quantity requirements, and delivery timelines, facilitating efficient vendor responses. Using this sample ensures professionalism and accuracy when sourcing essential office materials, aiding organizations in making informed purchasing decisions.

Sample Inquiry Letter

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Supplier's Name]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

We are currently in the process of sourcing office supplies for our organization and are interested in obtaining a quotation for the following items:

- Item 1 (e.g., A4 Copy Paper) â€“ [Quantity]
- Item 2 (e.g., Ballpoint Pens, blue) â€“ [Quantity]
- Item 3 (e.g., Staplers) â€“ [Quantity]

Kindly provide us with your best price quotation, including details on:

- Unit price and total price for each item
- Available brands or product specifications
- Bulk purchase discounts (if any)
- Estimated delivery time
- Terms of payment
- Warranty, exchange, or return policy

We would appreciate receiving your quotation by [Desired Response Date] in order to proceed with our procurement planning.

Thank you for your assistance. Should you require any additional information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]