

Sample Letter for Requesting Price Quotation from Vendor

This document provides a **sample letter for requesting price quotation from vendor**, designed to formally inquire about the pricing details for specific products or services. It includes key elements such as the description of the items required, quantity, delivery timelines, payment terms, and any additional information needed to receive an accurate and competitive quotation. This letter helps businesses establish clear communication with vendors, enabling them to compare offers and make informed purchasing decisions.

Sample Letter

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

Subject: Request for Price Quotation

We are writing to request a formal price quotation for the following products/services that we are interested in purchasing from your company:

- **Product/Service Description:** [Insert description of item/service]
- **Quantity:** [Insert quantity required]
- **Delivery Timeline:** [Insert preferred delivery date or schedule]
- **Additional Specifications/Requirements:** [Insert any technical or quality requirements if applicable]

Please include the following details in your quotation:

- Unit price and total price (inclusive/exclusive of taxes)
- Payment terms and conditions
- Warranty and after-sales support details (if applicable)
- Any discounts or special offers available
- Estimated delivery time
- Validity of the quotation

Kindly send your quotation to us by [Insert deadline, if any], as we are in the process of finalizing our procurement plans.

Should you require further clarification or additional information, please do not hesitate to contact us at [Your Contact Information].

We look forward to receiving your competitive quotation.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Phone Number]

[Email Address]