

# Sample Quotation Request Letter for Annual Maintenance Contract

**Date:** [Insert Date]

**To,**  
**[Vendor Name]**  
**[Vendor Address]**  
**[City, State, ZIP]**

**Subject:** Request for Quotation for Annual Maintenance Contract

Dear [Vendor Contact Name],

We are seeking quotations for an Annual Maintenance Contract (AMC) for our [equipment/facility/office premises], located at [address/location]. We would appreciate it if you could provide us with a detailed quotation including your service terms, scope of work, and associated costs.

The scope of maintenance services required includes, but is not limited to:

- Periodic inspection and preventive maintenance
- Routine servicing and cleaning
- Repairs and replacement of defective components
- Emergency support and breakdown assistance
- Any additional services as per industry standards

**Contract Duration:** [Specify duration, e.g., 1 Year]

**Preferred Commencement Date:** [Insert Date]

Kindly specify all terms and conditions, including response time, payment terms, exclusions/inclusions, and any warranty offered. Please send your best offer by [submission deadline date] to facilitate our decision-making process.

Should you require any additional information or wish to schedule a site visit, please feel free to contact us at [Your contact details].

We look forward to your prompt response and a mutually beneficial association.

Thank you.

Sincerely,  
[Your Name]  
[Your Designation]  
[Your Company Name]  
[Your Contact Information]