

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

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

Subject: Request for Quotation for [Specify Services]

Dear [Recipient's Name],

I am writing to inquire about your [specify services, e.g., cleaning, IT support, consulting, etc.] services. We are considering engaging a reliable provider for these services and would appreciate receiving a detailed quotation.

Please provide us with the following information:

- Detailed pricing structure for the requested services
- Any packages or discounts available
- Terms and conditions
- Service timelines and availability
- Payment terms

If you require further details to prepare an accurate quotation, please do not hesitate to contact me. I look forward to your prompt response.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company Name]