

Written Inquiry Letter Sample for Quotation Request with Specifications

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Subject: Request for Quotation with Product Specifications

Dear [Supplier's Name],

We are currently in the process of procuring **[Product/Service Name]** and kindly request a formal quotation for the items listed below. To facilitate an accurate and detailed quotation, please find the specifications for our required products/services:

- **Product Name/Description:** [e.g., Office Chairs]
- **Specifications:** [e.g., Ergonomic design, adjustable height (45-55cm), mesh back, black color]
- **Quantity:** [e.g., 50 units]
- **Delivery Location:** [e.g., 123 Main Street, City, State, ZIP]
- **Required Delivery Date:** [e.g., On or before 30 July 2024]
- **Payment Terms:** [e.g., Net 30 days]
- **Additional Instructions:** [e.g., Include transportation charges separately.]

Kindly include the following information in your quotation:

- Unit price and total cost
- Applicable taxes and duties
- Warranty details
- Lead time and delivery schedule
- Terms and conditions

Please send your quotation by **[Specify Deadline, e.g., 20 July 2024]** to the email address stated above. Should you need further clarification, feel free to contact me directly.

We appreciate your prompt attention to this request and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]