

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

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

Subject: Request for Service Quotation

Dear [Vendor's Name],

We are writing to request a detailed quotation for the following service(s):

- [Service 1 Description]
- [Service 2 Description]
- [Additional services, if any]

Kindly include the following information in your quotation:

- Comprehensive breakdown of costs
- Service deliverables and timelines
- Payment terms and conditions
- Any additional charges or optional services

We appreciate your prompt response as it will enable us to make timely decisions regarding our procurement process. Should you require more details or have any questions regarding our requirements, please feel free to contact us at [Contact Information].

Thank you for your attention. We look forward to receiving your quotation soon.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company Name]