

This **email inquiry letter template with request for quotation from manufacturer** is designed to facilitate professional communication when seeking detailed pricing and product information. It serves as a clear and concise message to manufacturers, outlining specific product requirements and requesting accurate quotations. This template helps businesses streamline the procurement process by ensuring all necessary details are conveyed efficiently, promoting effective vendor engagement and timely responses.

Email Inquiry Letter Template: Request for Quotation from Manufacturer

Subject: Request for Quotation for [Product Name/Description]

Dear [Manufacturer's Name or Sales Team],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We are currently in the process of sourcing [product(s) name or description] and are interested in learning more about your offerings.

Could you please provide us with a detailed quotation for the following items:

- **Product Name:** [Specify Product]
- **Specifications:** [List Size, Material, Features, etc.]
- **Quantity Required:** [e.g., 500 units]
- **Packaging Requirements:** [If any]
- **Shipping Destination:** [Your Address, City/Country]

Please include information regarding:

- Unit Price
- Bulk Order Discounts (if available)
- Lead Time/Production Time
- Shipping Costs and Delivery Terms
- Payment Terms
- Minimum Order Quantity (MOQ)
- Any available product brochures or catalogs

If you require any further details to prepare an accurate quotation, please do not hesitate to let us know. We look forward to your prompt response.

Thank you very much for your attention and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Website, if applicable]