

Business Letter Sample for Requesting Service Price Quotation

This **business letter sample for requesting service price quotation** provides a clear and professional template to formally inquire about the cost of specific services from a vendor or service provider. It highlights the importance of specifying service details, requesting detailed pricing information, and expressing interest in potential collaboration. Using this template helps businesses obtain accurate quotations, compare service providers effectively, and make informed purchasing decisions while maintaining courteous communication.

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to request a detailed price quotation for the following services:

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

We would appreciate it if you could provide us with the following information:

- A comprehensive breakdown of costs for each service
- Any available packages or discounts
- Payment terms and conditions
- Additional charges, if applicable
- Estimated delivery/completion time

We are seeking to establish a collaborative partnership and would appreciate a prompt response to help us evaluate our options and proceed accordingly. Please let us know if you require any further information or clarification regarding our service needs.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]