

# Formal Business Letter for Requesting Quotation

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

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

I am writing on behalf of [Your Company Name] to request a formal quotation for the supply of [product(s)/service(s)], as per the specifications outlined below:

- **Product/Service Description:** [Provide details and specifications]
- **Quantity Required:** [State quantity]
- **Delivery Location:** [Specify address]
- **Preferred Delivery Date:** [Mention date if any]

Kindly include the following details in your quotation:

- Unit price and total cost
- Applicable taxes and duties
- Payment terms and conditions
- Validity period of the quotation
- Warranty and after-sales service (if applicable)
- Delivery schedule

Please send your quotation to us by [mention deadline if any]. Should you require further clarification or additional information, do not hesitate to contact me at [Your Contact Information].

We look forward to receiving your prompt response and hope to establish a mutually beneficial business relationship.

Thank you for your attention to this request.

Yours sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Contact Information]

[Email Address]