

Inquiry Letter with Request for Quotation for Annual Service Contract

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Service Provider Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: **Request for Quotation for Annual Service Contract**

We are writing to inquire about your services and request a quotation for an annual service contract for [briefly specify the systems, equipment, or services required, e.g., air conditioning maintenance, IT support, cleaning services, etc.]. We are seeking a reliable and experienced partner to ensure the upkeep and consistent operation of these critical functions throughout the year.

Scope of Services:

- [List or describe the specific services required]
- [State any service frequency requirements, e.g., monthly, quarterly, etc.]
- [Mention any additional expectations or service conditions]

Contract Duration: 12 months, commencing from [desired start date].

Service Locations: [List relevant addresses or premises as applicable].

We kindly request your detailed quotation, including:

- Breakdown of service costs
- Inclusions and exclusions
- Payment terms and conditions
- Response times for urgent service requests
- Any available options for service enhancement

Please provide your quotation by [submission deadline], as we aim to finalize our service partner selection at the earliest.

Should you require further information or clarification regarding our requirements, please do not hesitate to contact me at [your phone number] or [your email address].

We look forward to receiving your comprehensive quotation and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]