

Sample Inquiry Letter for Quotation Request for Office Supplies

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Vendor/Supplier Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, ZIP Code]

Dear [Vendor/Supplier Name],

I am writing to request a quotation for office supplies that we require for our organization. Please provide your best prices and available options for the following items:

- Ballpoint Pens (Blue, Pack of 50)
- A4 Copier Paper (80 GSM, Box of 5 Reams)
- Staplers (Standard size, Pack of 10)
- Sticky Notes (3x3 inches, Pack of 12)
- Paper Clips (Pack of 1000)

Kindly include any relevant details regarding delivery timelines, payment terms, and bulk order discounts, if available. We look forward to receiving your quotation at your earliest convenience.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]