

# Formal Request for Quotation (RFQ) Letter Template for Machinery Purchase

A formal request for quotation (RFQ) letter for machinery purchase is a professional document sent by a company or individual to suppliers or manufacturers, seeking detailed pricing, specifications, and terms for the procurement of specific machinery. This letter typically includes clear descriptions of the required equipment, quantity, delivery timelines, and any technical or quality standards to ensure accurate and comparable quotations.

## Sample RFQ Letter Template

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

Subject: Request for Quotation for [Type of Machinery]

Dear [Supplier's Name],

We are writing to formally request a quotation for the purchase of the following machinery for our ongoing production operations:

### 1. Machinery Description:

- Type: [e.g., CNC Milling Machine]
- Model: [Specify if known]
- Quantity: [Specify Quantity]
- Technical Specifications: [Include key technical requirements, e.g., power rating, capacity]

**2. Delivery Requirements:** Please specify estimated delivery timelines upon receipt of an official purchase order.

**3. Quotation Details:** Kindly provide a detailed price breakdown including unit price, taxes, shipping charges to [destination address], payment terms, warranty coverage, and after-sales service options.

We request your quotation be submitted by [deadline for submission, e.g., June 30, 2024] to enable us to make a timely and informed decision.

Should you require any further information, please do not hesitate to contact us at [your contact information]. We appreciate your prompt attention to this request and look forward to your competitive offer.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

## Example RFQ Letter

**ABX Manufacturing Ltd.**

123 Industrial Park Road

City, State ZIP

June 20, 2024

Mr. John Smith  
Global Machinery Supplies Ltd.  
456 Equipment Lane  
Technocity, State ZIP

Subject: Request for Quotation for CNC Milling Machines

Dear Mr. Smith,

We are interested in procuring CNC milling machines for our expanded machining facility. Kindly provide your best quotation for the following:

### 1. Machinery Description:

- CNC Milling Machine, Model GX-400
- Quantity: 3 units
- Specifications: Minimum spindle speed 8000 RPM, table size 1000 x 500 mm, 5-axis operation, Siemens controller

**2. Delivery Requirements:** Please deliver to our warehouse at 123 Industrial Park Road, City by August 15, 2024.

**3. Quotation Details:** Please include unit price, taxes, freight charges, estimated delivery date, warranty, and terms of payment.

Kindly submit your quotation by July 5, 2024. For further clarifications, you may contact me at (123) 456-7890 or email [procurement@abxmfg.com](mailto:procurement@abxmfg.com)

We appreciate your prompt response and look forward to your offer.

Sincerely,

Jane Doe  
Procurement Manager  
ABX Manufacturing Ltd.  
(123) 456-7890  
[procurement@abxmfg.com](mailto:procurement@abxmfg.com)