

Sample Letter: Request for Updated Quotation

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier Name]
[Supplier Company Name]
[Supplier Company Address]
[City, State, ZIP Code]

Dear [Supplier Name],

I hope this message finds you well. I am writing to request an updated quotation for the following products/services from your company:

- [List specific products or services required]
- [Include item codes or descriptions, if applicable]
- [Quantity, sizes, specifications, etc.]

We previously received a quotation from you dated [original quotation date] with reference number [quotation reference number]. As our project requirements have evolved and to ensure we have the most current pricing and terms, we kindly request a revised quotation reflecting the latest prices, availability, and any updated terms or conditions.

Please provide the updated quotation at your earliest convenience, as this will assist us in our decision-making and procurement process. If you require any additional information to process our request, please do not hesitate to contact me.

Thank you very much for your prompt attention to this matter. We look forward to continuing our successful business relationship.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]