

Sample Business Letter for Quotation Request

Subject: Request for Quotation

Date: [Insert Date]

To:

[Vendor 1 Company Name]

[Vendor 1 Contact Person]

[Vendor 1 Address]

[Vendor 2 Company Name]

[Vendor 2 Contact Person]

[Vendor 2 Address]

[Include additional vendors as necessary]

Dear Sir/Madam,

We are writing to request a formal quotation for the supply of the following products/services for our company, **[Your Company Name]**. We are currently evaluating vendors and would appreciate it if you could provide your best offer for the items specified below:

- **Product/Service Description:** [Insert detailed description]
- **Quantity Required:** [Insert quantity]
- **Preferred Brand/Model (if any):** [Specify if applicable]
- **Delivery Location:** [Insert address]
- **Desired Delivery Timeline:** [Insert delivery dates or timeframe]

Please include the following information in your quotation:

- Unit price and total price (including all applicable taxes and charges)
- Payment terms and conditions
- Warranty / After-sales support
- Estimated delivery time
- Validity period of the quotation
- Any other relevant information or value-added services

Kindly submit your quotation by **[Insert Deadline Date]** to enable us to review and finalize our selection process promptly.

Should you require any further information or clarification regarding our requirements, please do not hesitate to contact us at **[Your Contact Information]**.

We appreciate your prompt response and look forward to your competitive quotation.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Contact Information]