

## Sample Follow-up Inquiry Letter for Quotation Request

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Vendor/Supplier Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, Zip Code]

Dear [Vendor/Supplier Name],

I hope this message finds you well.

I am writing to follow up on my previous request dated [original request date] regarding the quotation for [specific products/services required]. As we have not yet received a response, I wanted to gently remind you of our interest in your offerings.

For your reference, the details of our request are as follows:

- Product/Service Description: [brief description]
- Quantity/Specifications: [details]
- Delivery Requirements: [delivery timeline/location]
- Any other relevant details: [if applicable]

We are eager to proceed and would appreciate receiving your quotation at your earliest convenience. If you require any additional information or clarification, please feel free to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Contact details, if not listed above]