

Date: [Insert Date]

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

Subject: Request for Quotation for Customized [Product Name]

Dear [Contact Person's Name],

We are writing to inquire about the possibility of procuring a customized **[Product Name]** from your esteemed company. After reviewing your product range, we believe your expertise aligns with our requirements.

Please find below the details of our customization needs:

- **Product Description:** [Provide detailed description of the customized product]
- **Customization Requirements:** [Specify features, dimensions, materials, color, etc.]
- **Quantity:** [Number of units required]
- **Delivery Timeline:** [Preferred delivery date]
- **Other Specifications:** [Any additional requests or requirements]

Kindly provide us with a comprehensive quotation including the following details:

- Unit price and total cost
- Customization charges (if any)
- Minimum order quantity (if applicable)
- Payment terms
- Estimated production and delivery time
- Warranty and after-sales support details

We would appreciate receiving your quotation at your earliest convenience to facilitate our procurement process. Please feel free to contact us at [Your Email Address] or [Your Phone Number] should you require any further information or clarification.

Thank you for your attention to this request. We look forward to your prompt response.

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