

Polite Inquiry Letter Template for Quotation and Payment Terms

This document provides a **polite inquiry letter template for quotation and payment terms**, designed to facilitate professional and courteous communication with suppliers or service providers. It helps businesses request detailed pricing information and clarify payment conditions efficiently, ensuring transparency and mutual understanding. Using this template promotes respectful negotiation, strengthens business relationships, and streamlines the procurement process by clearly outlining expectations on costs, timelines, and payment schedules.

Letter Template

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

[Date]

[Supplier/Service Provider Name]
[Company Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing on behalf of [Your Company Name] to request a quotation for **[briefly describe the products/services you are interested in]**. We are considering your company for this procurement and would appreciate it if you could kindly provide us with detailed pricing information.

Additionally, we would like to understand your payment terms, including any early payment discounts, instalment options, or other relevant conditions. Please also specify the validity period of your quotation and any other terms and conditions we should be aware of.

We would be grateful if you could send us your quotation and payment terms by **[preferred deadline, e.g., "the end of next week"]** to allow for our internal review.

Should you require further information, please feel free to contact me at **[phone number]** or **[email address]**.

Thank you very much for your time and consideration. We look forward to your prompt response and hope for a mutually beneficial collaboration.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]