

Sample Business Letter for Quotation Request of Office Supplies

This document provides a **sample business letter for quotation request of office supplies**, designed to formally inquire about pricing, availability, and delivery terms from suppliers. It facilitates clear communication between businesses and vendors by specifying the types and quantities of office materials needed, ensuring accurate and competitive quotes. This template helps streamline the procurement process by establishing professional standards in requesting detailed quotations for essential office items.

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Subject: Request for Quotation (RFQ) – Office Supplies

Dear [Supplier's Name],

We are writing to request a quotation for the supply of office materials for our organization. We are looking for high-quality products, competitive prices, and reliable delivery terms. Kindly provide us with your best prices and delivery schedules for the following items:

- A4 Copy Paper (80 gsm) – [Quantity]
- Ballpoint Pens (Blue, 0.7mm) – [Quantity]
- Staplers and Staples – [Quantity]
- Note Pads – [Quantity]
- Envelopes (DL size) – [Quantity]
- Toner Cartridges (Specify Printer Model) – [Quantity]

Please include the following details in your quotation:

- Unit price and total cost for each item
- Brand and product specifications, if applicable
- Availability and estimated delivery time
- Payment terms and conditions
- Any applicable taxes, discounts, or shipping fees

We would appreciate receiving your detailed quotation by [Specify Deadline], as we aim to finalize our procurement process promptly. If you need further clarification regarding our requirements, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this request. We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]