

Sample Inquiry Letter: Service Quotation Request

From: [Your Name]

Company: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email]

Date: [Date]

To: [Provider's Name]

Company: [Provider's Company Name]

Address: [Provider's Company Address]

Email: [Provider's Email]

Subject: Request for Service Quotation

Dear [Provider's Name],

We are seeking a reliable partner to provide the following services for our upcoming project:

- [Clearly list and describe the required services]
- [Include any specific requirements, timelines, volumes, or deliverables]

Please provide a detailed quotation, which should include:

- Pricing breakdown for each service
- Service scope and deliverables
- Estimated timelines for completion
- Payment terms and conditions
- Any additional fees or charges

We appreciate your prompt response and look forward to reviewing your offer.

Sincerely,

[Your Name]

Sample Response Format: Service Quotation

From: [Provider's Name]

Company: [Provider's Company Name]

Address: [Provider's Company Address]

Email: [Provider's Email]

Date: [Date]

To: [Your Name]

Company: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email]

Subject: Service Quotation for [Specify Services]

Dear [Your Name],

Thank you for your inquiry regarding our services.

We are pleased to submit our quotation as follows:

Service Description	Scope/Deliverables	Timeline	Unit Price	Total Price
[Service 1]	[Details]	[Timeline]	[Unit Price]	[Total Price]

Payment Terms: [e.g., 30% advance, balance upon completion]

Additional Fees/Charges: [Specify if any]

Validity: This quote is valid until [Validity Date].

Should you require any further details or clarification, please feel free to contact us.

We look forward to the opportunity to work with you.

Sincerely,
[Provider's Name]