

# 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]

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# 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]