

Business Deal Quotation Enquiry Letter Example

Date: [Insert Date]

To,
Sales Manager,
[Supplier Company Name]
[Company Address]
[City, Postal Code]

Subject: Enquiry for Quotation “ [Product/Service Name]

Dear Sir/Madam,

I am writing to enquire about the quotation for **[specific products/services]** offered by your company. Our organization, **[Your Company Name]**, is interested in establishing a potential business deal to procure these items/services in the quantity specified below:

- Product/Service Name: [Enter details]
- Quantity: [Enter quantity]
- Specifications/Variations: [Enter specifications, if any]
- Delivery Requirements: [Enter preferred delivery timeline/location]

Kindly provide us with the following details in your quotation:

- Unit Price and Total Cost
- Taxes, Discounts, or Special Offers (if applicable)
- Terms of Payment
- Delivery Schedule
- Validity of Quotation
- Any other relevant terms and conditions

Please let us know if you require any further information or clarification regarding our requirements. We look forward to receiving your detailed quotation at your earliest convenience.

Thank you for your prompt attention to this enquiry.

Yours faithfully,
[Your Name]
[Your Designation]
[Your Company Name]
[Contact Information: Phone, Email]