

Business Quotation Request Letter Sample for Office Supplies

Date: [Insert Date]

To,
The Sales Manager
[Supplier Company Name]
[Supplier Company Address]
[City, State, ZIP Code]

Subject: Request for Quotation for Office Supplies

Dear Sir/Madam,

We are writing to request a quotation for the supply of office materials required by our company, [Your Company Name]. Kindly provide us with your best prices and terms for the following items:

No.	Item Description	Quantity	Unit
1	A4 Printer Paper (80gsm)	50	Rreams
2	Ballpoint Pens (Blue/Black)	100	Pieces
3	Staplers	10	Pieces
4	Notebooks (A5 size)	75	Pieces

Please specify the following in your quotation:

- Unit price and total price (inclusive of applicable taxes)
- Delivery terms and estimated lead time
- Payment terms and conditions
- Warranty and after-sales support (if applicable)

Kindly send your quotation by [desired response deadline] to enable us to make an informed decision.

If you require further details or clarifications, please feel free to contact us at [Your Phone Number] or [Your Email Address].

We look forward to receiving your prompt response.

Yours sincerely,

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