

Detailed Inquiry Letter Sample for Price Quotation Including Delivery Schedule

This sample template assists businesses in formally requesting detailed price quotations and delivery schedules from suppliers. You may customize the fields as per your specific requirements.

Your Company Name

Your Company Address

City, State, ZIP Code

Phone: (xxx) xxx-xxxx

Email: your.email@company.com

Date: [Insert Date]

Supplier's Name

Supplier's Company Name

Supplier's Address

City, State, ZIP Code

Subject: Request for Price Quotation and Delivery Schedule

Dear [Supplier's Name],

We are writing to request a detailed quotation for the following items/services required by our company. Please provide your best prices, along with information regarding the delivery schedule, payment terms, and any applicable discounts for bulk orders.

Specifications:

- **Product/Service Name:** [e.g., Office Desk]
- **Quantity:** [e.g., 100 units]
- **Quality/Grade:** [e.g., Medium Density Fiberboard with Oak Veneer, Model #12345]
- **Dimensions/Specifications:** [e.g., 160cm x 75cm x 75cm]
- **Other Requirements:** [e.g., Color, accessories, packaging, etc.]

Please include the following information in your quotation:

- Unit and total price, including all taxes and additional charges
- Earliest available delivery date and estimated delivery timeline
- Validity period of the quotation
- Terms of payment and any available credit options
- Warranty and after-sales support information

We would appreciate receiving your comprehensive quotation at your earliest convenience, but no later than [insert deadline, e.g., June 30, 2024]. Kindly send your response to the email address provided above.

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

Thank you in advance for your prompt attention to this request. We look forward to a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

This template ensures all necessary information is requested to facilitate informed procurement decisions, maintaining transparency and professionalism in communication with vendors.