

# Official Inquiry Letter for Price Quotation with Payment Options

**Date:** [Insert Date]

**To:**

[Supplier's Name]  
[Supplier's Position, if known]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Supplier's Name],

I am writing to formally request a detailed price quotation for the following products/services:

- [Product/Service 1 and specifications]
- [Product/Service 2 and specifications]
- [Any additional items, if applicable]

Please include the following in your quotation:

- Unit price and total cost for each item
- Bulk order discounts, if available
- Delivery timelines and shipping charges
- Warranty information and after-sales support

Additionally, kindly provide information on the payment options you offer. Our preferred payment terms are as follows:

- Bank Transfer
- Letter of Credit (L/C)
- Net 30 days payment terms (if applicable)
- Any other flexible payment options you can extend

We would appreciate receiving your quotation by [insert desired date], as this will help us finalize our procurement decisions in a timely manner.

Should you require any additional information or clarification, please do not hesitate to contact me at [your email address] or [your phone number].

Thank you for your prompt attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]