

Date: [Insert Date]

[Manufacturer's Name]  
[Manufacturer's Company Name]  
[Manufacturer's Address]  
[City, State, ZIP Code]

Subject: Request for Price Quotation

Dear [Manufacturer's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to request a price quotation for the following products:

- **Product Name/Model:** [Specify Product]
- **Specifications:** [List Key Specifications]
- **Quantity Required:** [Insert Quantity]

Please include in your quotation the unit price, total cost, applicable taxes, discounts (if any), payment terms, lead time, and delivery terms to our location at [Delivery Address].

We would appreciate a prompt response as this will enable us to make an informed purchasing decision. Should you require any further details, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention. I look forward to your favorable reply.

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