

Company Inquiry Letter with RFQ for Raw Materials Procurement

[Your Company Letterhead]
[Date]

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

Subject: Inquiry and Request for Quotation (RFQ) â€“ Raw Materials Procurement

Dear [Supplier's Contact Name],

We hope this message finds you well. We are reaching out to your esteemed company to request detailed information and a quotation for the supply of raw materials required in our manufacturing operations. We are currently in the process of evaluating potential suppliers and would appreciate your prompt response to this inquiry.

Below are the details of our requirements:

- **Material Type/Description:** [Specify materials required, e.g., Steel Rods, Polyester Resin, etc.]
- **Specifications:** [Provide required specs, grades, or standards]
- **Quantities Required:** [State quantities for each item]
- **Packaging Requirements:** [Describe any specific packaging needs]
- **Delivery Schedule:** [Indicate desired delivery dates and locations]
- **Other Requirements:** [Any certification, compliance, or testing needs]

Kindly include in your quotation the following details:

1. Unit and total pricing (including applicable taxes and duties)
2. Lead time and delivery terms
3. Payment terms and conditions
4. Available warranties or after-sales support
5. Validity period of the quotation

We would appreciate receiving your complete quotation by [Submission Deadline, e.g., June 30, 2024]. If you require any further information or clarification regarding our requirements, please do not hesitate to contact us at [Your Contact Email] or [Your Phone Number].

Thank you for your prompt attention to our request. We look forward to your best offer and the possibility of establishing a mutually beneficial business relationship.

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