

Formal Inquiry Letter Sample for Product Quotation Request

This **formal inquiry letter sample for product quotation request** serves as a professional template to help businesses and individuals effectively communicate their interest in obtaining detailed pricing and product information from suppliers. The letter typically includes specifics about the products required, quantities, desired delivery timelines, and any additional service requests, ensuring clarity and facilitating a prompt and accurate response. Utilizing this sample can streamline the procurement process and establish a clear, courteous dialogue between buyer and seller.

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: Request for Quotation for [Product Name(s)]

Dear [Supplier's Name],

I am writing on behalf of [Your Company/Organization Name] to formally request a quotation for the following products:

- **Product Name & Description:** [e.g., Model no., specifications]
- **Quantity Required:** [e.g., 500 units]
- **Delivery Timeline:** [e.g., Delivery required by July 15, 2024]
- **Additional Requirements:** [e.g., bulk discount, product samples, after-sales service, warranty, etc.]

Kindly provide the following information in your quotation:

- Unit and total prices
- Applicable taxes, shipping, and handling costs
- Payment terms and conditions
- Estimated delivery schedule

Please send your detailed quotation to the contact details provided above by [specific date, if applicable].

Should you require any further information or clarification regarding our request, please do not hesitate to contact me directly.

We look forward to receiving your prompt and competitive quotation.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]