

Business Letter Template for Service Quotation Request

This document provides a **business letter template for service quotation request**, designed to help professionals formally inquire about pricing and service details from potential vendors. It includes a clear structure for addressing the recipient, stating the purpose of the request, specifying the required services, and inviting a detailed quotation. Additionally, a sample letter is provided to demonstrate proper formatting and language, ensuring effective communication and facilitating prompt and accurate responses from service providers.

Template

[Your Name]
[Your Position/Title]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position/Title]
[Vendor Company Name]
[Vendor Address]
[City, State, ZIP Code]
Subject: Request for Service Quotation
Dear [Recipient Name],
I am writing to request a quotation for [brief description of the service required] for [Your Company Name].
Please provide a detailed quotation including the breakdown of costs, timelines, and any terms and conditions applicable to the provision of the following services:
- [Service 1]
- [Service 2]
- [Service 3]
Should you require any additional information to provide an accurate quotation, please feel free to contact me at your earliest convenience. We would appreciate receiving your quotation by [date].
Thank you for your prompt attention to this request. I look forward to your response.
Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]

Sample Letter

Jane Smith
Operations Manager
ABC Technologies Ltd.
123 Market Avenue
Los Angeles, CA 90001
jane.smith@abctech.com
(555) 123-4567
June 10, 2024
Mr. David Lee
Sales Director
SecureIT Solutions
456 Industrial Way
Los Angeles, CA 90019
Subject: Request for Service Quotation
Dear Mr. Lee,
I am writing to request a quotation for IT security audit services for ABC Technologies Ltd.
Please provide a detailed quotation including the breakdown of costs, timelines, and terms for the following services:
- Network vulnerability assessment
- Penetration testing
- Security policy review
If you need any additional information or clarification to prepare your quotation, please contact me at your earliest convenience. We kindly request your quotation by June 20, 2024.
Thank you for your attention, and I look forward to your prompt response.
Sincerely,
Jane Smith
Operations Manager
ABC Technologies Ltd.