

# Formal Inquiry Letter for Price Quotation of Office Supplies

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

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

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to request a formal price quotation for various office supplies required by our organization. We are currently evaluating suppliers, and would appreciate it if you could provide your best prices for the following items:

- Item 1 (Specify type and quantity)
- Item 2 (Specify type and quantity)
- Item 3 (Specify type and quantity)

Kindly include the following information in your quotation:

- Detailed price list with unit and total costs
- Applicable discounts or special offers
- Payment terms and conditions
- Delivery schedule and shipping charges (if any)
- Validity period of the quotation

We would appreciate your prompt response so that we can make an informed procurement decision. Should you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your favorable reply.

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