

Date: [Insert Date]

To,
[Supplier's Name]
[Supplier's Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Subject: Inquiry for Price Quotation

Dear [Supplier's Name],

I am writing to formally request a price quotation for the following items required by [Your Company Name]. Kindly provide detailed pricing information, including any available discounts, terms of payment, warranty conditions, and estimated delivery timelines.

Item Description	Quantity	Quality/Specification
[Item 1]	[Quantity 1]	[Specification 1]
[Item 2]	[Quantity 2]	[Specification 2]

We would appreciate it if you could include information on any applicable taxes, shipping charges, or additional fees. If you require further details regarding our requirements, please feel free to contact us at [Your Contact Information].

We look forward to receiving your quotation at your earliest convenience so that we may proceed with our procurement process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Details]