

[Your Company Letterhead]

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

[Date]

[Supplier/Vendor Name]
[Supplier Company Name]
[Supplier Address]
[City, State, ZIP Code]

Subject: Official Inquiry for Quotation and Delivery Terms

Dear [Recipient's Name],

We are writing to formally inquire about the supply of the following products/services:

1. Product/Service Specifications:

- Product/Service Name: [Specify here]
- Model/Type: [Specify or attach detailed specification]
- Quantity: [Insert required quantity]
- Additional requirements: [Quality, certifications, etc.]

We kindly request you to provide your best quotation for the above-listed items, including all applicable taxes and charges.

2. Delivery Terms:

- Expected delivery timeline: [Specify date or time frame]
- Preferred shipping method: [Air/Sea/Road/Other]
- Delivery location: [Exact address/destination]
- Payment terms: [e.g., 30 days net, advance payment, etc.]
- Other terms and conditions: [Any special requirements]

Please include in your response the following documentation: product catalog, company profile, warranty details, and any other supporting materials.

We would appreciate receiving your quotation by [Deadline, e.g., "15 June 2024"] to finalize our procurement schedule. If you require further information or clarification, please do not hesitate to contact us.

We look forward to your prompt and competitive response.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Contact Number]
[Your Email Address]