

# Quotation Request Letter for Customized Software Services

A **quotation request letter for customized software services** is a formal document sent by a business or individual seeking detailed pricing and service information from a software development company. This letter outlines the specific software requirements, features, and functionalities desired, enabling the service provider to offer an accurate quote.

## Letter Template

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Software Company Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Request for Quotation for Customized Software Services  
Dear [Recipient Name],  
I am writing to request a quotation for customized software services for [briefly state purpose, e.g., our business operations/inventory management/customer portal, etc.]. We are  
1. [Requirement 1, e.g., Real-time inventory tracking and reporting]  
2. [Requirement 2, e.g., User account management and access control]  
3. [Requirement 3, e.g., Integration with our existing POS system]  
We would appreciate it if you could provide us with a detailed quotation including:  
- Total cost estimates  
- Project timeline and key milestones  
- Payment terms and conditions  
- Warranty and support information  
- Any additional recommendations or options available  
If you require further information or would like to schedule a meeting to discuss the project in detail, please do not hesitate to contact me.  
Thank you for your prompt attention to this request. We look forward to your detailed proposal.  
Yours sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]

## Example Letter

Jane Smith  
IT Manager  
ABC Retailers Ltd.  
123 Commerce Road  
Springfield, 54321  
jane.smith@abcretail.com  
(555) 123-4567  
June 18, 2024  
Sales Manager  
Tech Innovators Inc.  
789 Software Avenue  
Metropolis, 78901  
Subject: Request for Quotation for Customized Inventory Management System  
Dear Sales Manager,  
We are interested in developing a customized inventory management system tailored to our operational needs. Our main requirements include:  
1. Real-time tracking of stock levels across multiple store locations  
2. Automatic low stock alerts and reordering options  
3. Integration with our existing point-of-sale and ERP systems  
Kindly provide us with a detailed quotation including estimated cost, project timeline, payment terms, and any available after-sales support packages.  
Should you need further details, please contact me at the email or phone number above.  
Thank you for your attention. We look forward to receiving your quotation soon.  
Yours sincerely,  
Jane Smith  
IT Manager  
ABC Retailers Ltd.