

## Business Letter to Vendor for Price Quotation

A **business letter to a vendor for price quotation** is a formal request written by a company or individual to a supplier, asking for detailed information about the cost and availability of specific products or services. This letter typically includes the item specifications, quantity required, delivery terms, and any other relevant details to ensure accurate pricing.

### Letter Template

[Your Company Letterhead]  
[Date]  
[Vendor's Name]  
[Vendor's Company Name]  
[Vendor's Address]  
[City, State, ZIP Code]  
Subject: Request for Price Quotation  
Dear [Vendor's Name],  
We hope this message finds you well. We are interested in procuring the following items from your esteemed organization:  
- Product/Service Name: [Specify Name/Model]  
- Specifications: [Provide detailed specs]  
- Quantity Required: [State Quantity]  
Kindly provide us with your best price quotation for the above, including any available bulk discounts and your expected delivery timelines. In addition, please share terms of payment.  
We would appreciate receiving your quotation at the earliest convenience to facilitate a timely decision. Thank you for your prompt attention to this request.  
Looking forward to your response.  
Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]

### Illustrative Sample

ABC Technologies Ltd.  
123 Business Road  
New York, NY 10001  
June 20, 2024  
Ms. Priya Sharma  
Sales Manager  
Global Supplies Pvt Ltd.  
45 Industrial Area  
Los Angeles, CA 90007  
Subject: Request for Price Quotation  
Dear Ms. Sharma,  
We are interested in purchasing 100 units of your Model X printers. Kindly provide a price quotation including details on available bulk discounts, payment terms, warranty, and delivery timelines.  
We look forward to receiving your best offer at your earliest convenience.  
Thank you for your prompt attention to this matter.  
Sincerely,  
John Doe  
Procurement Manager  
ABC Technologies Ltd.  
john.doe@abctech.com

Such letters facilitate clear communication and help businesses compare vendor offerings for informed purchasing decisions.