

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 and any applicable taxes.
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 estimated lead time.
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.