

Sample Business Letter for Quotation Request with Delivery Schedule

[Your Company Letterhead]

Date: [Insert Date]
To: [Supplier's Name]
Company: [Supplier's Company Name]
Address: [Supplier's Address]

Subject: **Request for Quotation and Delivery Schedule**

Dear [Supplier's Name],

We are writing to request a detailed quotation for the supply of the following items/services:

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

Please include the following information in your quotation:

- Unit price and total price for each item
- Applicable taxes, discounts, or additional charges
- Payment terms and conditions
- **Proposed delivery schedule for each item/service**
- Validity period of the quotation
- Any warranties or after-sales support offered

We require the delivery of the above-mentioned items/services by [Specify Required Delivery Date or Schedule], so kindly provide precise information on lead times and availability.

We appreciate your prompt attention to this request and kindly ask that you submit your quotation by [Submission Deadline].

Should you need any clarification regarding the specifications or delivery requirements, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation. We look forward to your favorable response.

Yours sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Details]