

Your Company Name

Your Address Line 1

Your Address Line 2

City, State ZIP Code

Phone: (XXX) XXX-XXXX

Email: your-email@example.com

Date: June 8, 2024

Recipient Name

Recipient Title

Supplier Company Name

Supplier Address Line 1

Supplier Address Line 2

City, State ZIP Code

Subject: Request for Quotation

Dear [Recipient Name],

We are interested in procuring the following products/services from your esteemed company. Kindly provide us with a quotation including your best prices and terms for the items listed below:

- Product/Service Name 1 â€“ Quantity/Specifications
- Product/Service Name 2 â€“ Quantity/Specifications

Please include the following information in your quotation:

- Unit price and total cost
- Product specifications and warranty details
- Availability and expected delivery timelines
- Bulk order or early payment discount options
- Shipping and handling charges, if any
- Payment terms and methods (e.g., net 30, bank transfer, credit terms)

Preferred Payment Terms:

Our preferred payment terms are net 30 days from the date of invoice. Payments will be made via bank transfer. If you offer any discounts for early payment, kindly specify the details in your quotation.

We would appreciate receiving your quotation by [desired response date] to enable us to proceed with our procurement planning.

Should you require any additional information or clarification, please do not hesitate to contact us.

We look forward to your prompt and favorable response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]