

Sample Inquiry Letter for Price Quotation with Terms and Conditions

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Subject: Inquiry for Price Quotation with Terms and Conditions

Dear [Supplier Name],

We are currently in the process of evaluating suppliers for the following products/services and would appreciate receiving your most competitive price quotation. Kindly provide a detailed quotation based on the specifications outlined below:

- **Product(s)/Service(s):** [Specify name(s) and description]
- **Quantity Required:** [State quantity]
- **Quality/Grade:** [Describe quality requirements]
- **Other Specifications:** [Include any relevant details]

Along with your price quotation, please also specify the following terms and conditions:

- **Payment Terms:** [e.g., 30 days credit, advance payment, etc.]
- **Delivery Schedule:** [Expected delivery time, Incoterms, etc.]
- **Warranty/Guarantee:** [Duration and coverage]
- **Applicable Discounts:** [Bulk order, early payment, etc.]
- **Penalties for Delay:** [If any]
- **Validity of Quotation:** [Quotation validity period]

We look forward to receiving your detailed quotation at your earliest convenience. Please do not hesitate to contact us should you require further clarification or additional information.

Thank you for your prompt attention to this inquiry. We value your cooperation and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Company Name]