

Service Quotation Request Inquiry Letter Sample

[Your Company Letterhead]

[Your Name]

[Your Position/Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Provider's Name]

[Provider's Position/Title]

[Service Provider Company Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Name],

I am writing on behalf of [Your Company/Organization Name] to request a detailed quotation for the following services:

- [Outline specific service #1]
- [Outline specific service #2]
- [Add more as necessary]

Kindly provide us with a comprehensive quotation that includes the following details:

- Breakdown of all associated costs
- Estimated delivery/timeline for service completion
- Payment terms and conditions
- Any additional fees, taxes, or surcharges
- Warranty/support (where applicable)

Please let us know if you require any further information to prepare the quotation. We would appreciate receiving your proposal by [preferred response date], as this will assist us in making a prompt and informed decision.

We look forward to your timely response and hope for an opportunity to work together. Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]