

Business Inquiry Letter Sample to Request Quotation from Supplier

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Name],

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

- Product/Service 1 â€“ [Specify quantity, specifications, or model, if applicable]
- Product/Service 2 â€“ [Specify quantity, specifications, or model, if applicable]
- Product/Service 3 â€“ [Specify quantity, specifications, or model, if applicable]

Please include the following information in your quotation:

- Unit price and total cost
- Available discounts for bulk purchases
- Delivery terms and lead time
- Payment terms and conditions
- Product warranty and after-sales support details

Kindly send your quotation by [specify a preferred date], as we are looking to finalize our procurement decision soon. If you require further details or clarification on our requirements, please feel free to contact me at [Your Email] or [Your Phone Number].

Thank you for your prompt attention to this matter. We look forward to your competitive offer and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]