

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Supplier Company Name]  
[Supplier Address]  
[City, State, ZIP Code]

Subject: Request for Quotation â€“ Annual Contract Renewal

Dear [Recipient Name],

I hope this message finds you well. As our current annual contract is due for renewal, we are in the process of assessing our service options and contract terms for the upcoming period. To facilitate our review, we kindly request you to provide us with a detailed quotation for the renewal of our annual contract.

Please include in your quotation the following details:

- Full pricing (including any taxes, fees, or discounts)
- Description of services and/or products covered
- Service level agreements and support terms
- Duration and renewal conditions
- Any other relevant terms and conditions

A clear and comprehensive quotation will help us in comparing offers and ensuring we maintain the best possible value and service quality for the next contract term. Kindly send your quotation by [specific deadline, if any], so we may complete our review and proceed with the renewal process in a timely manner.

Thank you for your continued partnership. We look forward to receiving your prompt response and quotation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]