

Professional Inquiry Letter Format for Price Quotation

[Your Name]
[Your Position/Title]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position/Title]
[Supplier/Company Name]
[Supplier Address Line 1]
[Supplier Address Line 2]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request a price quotation for the following products/services:

- [Product/Service 1] â€“ [Specification/Quantity]
- [Product/Service 2] â€“ [Specification/Quantity]
- [Product/Service 3] â€“ [Specification/Quantity]

Kindly provide a detailed quotation that includes the unit price, bulk order discounts (if any), payment terms, delivery timelines, and any additional charges applicable (e.g., shipping, taxes).

Please let us know if you require further information or clarification regarding our requirements. I would appreciate it if you could send your quotation by [desired response date], as we intend to make a prompt purchasing decision.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position/Title]
[Company/Organization Name]