

# Inquiry Letter for Service Charges Quotation Sample

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

[Service Provider's Name]  
[Position/Department, if known]  
[Company Name]  
[Address]  
[City, State, ZIP Code]

**Subject:** Request for Service Charges Quotation

Dear [Service Provider's Name],

I am writing to inquire about your service charges for [briefly describe the services required, e.g., office cleaning, IT support, event management, etc.]. Our organization is planning to engage a reliable service provider and would appreciate a detailed quotation for the same.

Kindly provide the following information:

- An itemized quotation covering all service charges and applicable taxes
- A breakdown of the cost for each service
- Payment terms and conditions
- Any discounts or packages available
- Additional charges (if any), such as overtime or emergency requests
- Terms of service, including cancellation or modification policies

Please send your quotation by [mention your preferred deadline, e.g., "June 10, 2024"], so we can make a prompt and informed decision. If you require further details regarding our requirements, feel free to contact me at [your phone number] or [your email address].

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

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