

Polite Inquiry Letter for Price Quotation

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the prices of your **[specific products/services]** as our company, **[Your Company Name]**, is currently evaluating potential suppliers for our upcoming projects.

We would greatly appreciate it if you could provide us with a detailed quotation for the following items/services:

- [List Item/Product/Service 1]
- [List Item/Product/Service 2]
- [List Item/Product/Service 3]

Kindly include the following details in your quotation:

- Unit prices and total cost
- Available discounts, if any
- Delivery timelines and shipping terms
- Payment terms and conditions
- Any other relevant information

If you require any further information or clarification about our requirements, please do not hesitate to contact me at **[your email address]** or **[your phone number]**.

We look forward to your prompt response and hope to establish a mutually beneficial business relationship with your esteemed company.

Thank you very much for your attention.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]