

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

[Recipient's Name]
[Recipient's Position]
[Vendor/Company Name]
[Vendor Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

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

- [List specific products, models, quantities, or services required]
- [Include any special requirements or specifications, if applicable]

Kindly provide a detailed quotation including:

- Unit and total pricing for each item/service
- Applicable taxes and discounts
- Payment terms and conditions
- Estimated delivery schedule
- Shipping and handling costs (if any)
- Details on warranties and after-sales support

Please send your comprehensive quotation by [preferred deadline/date], and feel free to contact me for any additional information you may require. We appreciate your prompt attention to this request and look forward to the possibility of working with you.

Thank you for your time and consideration.

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