

Business Proposal Letter: Request for Quotation

[Your Company Letterhead]

[Date]

[Supplier/Service Provider Name]

[Supplier/Service Provider Address]

[City, State, ZIP Code]

Subject: Request for Quotation (RFQ) for [Specify Products/Services]

Dear [Recipient Name],

We are writing to formally request a quotation for the supply of the following products/services as part of our procurement process:

- **Product/Service Description:** [Provide detailed specifications]
- **Quantity Required:** [Specify quantity]
- **Delivery Location:** [Provide address or location]
- **Required Delivery Date:** [Specify date]
- **Other Requirements:** [List any special requirements or standards, if applicable]

Kindly include the following details in your quotation:

- Unit price and total price
- Payment terms and conditions
- Warranty and after-sales service (if applicable)
- Lead time for delivery
- Validity period of the quotation
- Any additional terms or remarks

Please send your quotation by [deadline date] to ensure timely consideration of your offer. Should you require any further clarification regarding our requirements, feel free to contact us at [phone number] or [email address].

We look forward to receiving your competitive offer and hopefully working together.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]