

Sample Inquiry Letter for Quotation Request with Delivery Terms

[Your Company Letterhead]
[Date]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Name],

We are writing to request a quotation for the following items/services as part of our procurement process. Please provide your best prices and delivery terms in accordance with the details listed below:

- **Product/Service Description:** [Briefly describe the required products or services]
- **Quantity:** [Specify required quantities]
- **Specification:** [Mention any technical specifications or model numbers]
- **Delivery Address:** [State delivery location]
- **Preferred Delivery Schedule:** [Specify the preferred delivery dates or time frame]
- **Packaging Requirements:** [State any special packaging needs]
- **Payment Terms:** [Mention preferred payment method and terms]

Kindly include the following information in your quotation:

- Unit price and total price
- Applicable taxes and additional charges
- Estimated delivery time
- Shipping terms (Incoterms, if applicable)
- Warranty period and after-sales support (if relevant)

Please send your formal quotation by [quote submission deadline]. If you require further clarification regarding our requirements, feel free to contact me at [your contact information].

We appreciate your prompt attention to this request and look forward to your favorable reply.

Yours sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]