

Inquiry Letter For Quotation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Supplier/Company Name]

[Address]

[City, State, ZIP Code]

Subject: Inquiry for Quotation

Dear [Recipient's Name or Sir/Madam],

I hope this letter finds you well. My name is [Your Name], and I am writing on behalf of [Your Company/Organization Name]. We are a [briefly describe your business/organization and its activities].

We are currently in the process of [briefly describe the project or the purpose of the requested products/services]. As part of this endeavor, we are interested in obtaining a quotation for the following goods/services:

[List the products/services you are inquiring about, including any specifications or quantities if available]

We kindly request that you provide us with a detailed quotation that includes the following information:

1. Unit prices for each product/service.
2. Any applicable bulk or volume discounts.
3. Delivery timelines and estimated shipping costs, if applicable.
4. Terms of payment and any associated conditions.

5. Warranty or guarantee information, if applicable.
6. Availability of technical support or after-sales services.
7. Any other relevant information or special offers.

If you offer any additional products or services that you think might be relevant to our project, please feel free to include them in the quotation as well.

We would appreciate it if you could send us the quotation by [specify the date you would like to receive the quotation]. If there are any additional documents or details that you require from us to prepare the quotation, please let us know, and we will be happy to provide them promptly.

Should you have any questions or require further information, please do not hesitate to contact me via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for considering our inquiry. We are looking forward to receiving your competitive quotation.

Sincerely,

[Your Name]

[Your Title/Position - optional]

[Your Company/Organization Name - optional]