

Formal Inquiry Letter for Quotation

Subject: Request for Quotation

Dear [Supplier's Name],

I am writing to request a quotation for the following products/services: [List of products or services].

Please provide details including pricing, delivery timelines, payment terms, and any bulk order discounts. We are considering placing an order of [Quantity] units and would appreciate your earliest response.

Thank you for your attention to this request. I look forward to your quotation.

Sincerely,

[Your Name]

[Company Name]

[Position]

[Contact Information]

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