

Preliminary Inquiry for Quotation Letter

Subject: Preliminary Quotation Request

Dear [Supplier's Name],

We are exploring options for [Product/Service Name] and would like to receive a preliminary quotation.

Kindly include information about pricing, lead times, minimum order quantities, and payment terms.

This will help us evaluate our requirements before finalizing the order.

Thank you for your assistance.

Sincerely,

[Your Name]

[Company Name]

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