

Request For Quotation Letter

A Request for Quotation (RFQ) letter is a formal document sent by a company to potential suppliers to inquire about prices for products or services. Here's a simple template you can use:

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Subject: Request for Quotation for [Product/Service]

Dear [Supplier's Name],

We are writing to request a quotation for the following [products/services] we require for our business operations:

Description	Quantity	Specifications
-------------	----------	----------------

[Item 1]	[Quantity 1]	[Specifications 1]
----------	-----------------	-----------------------

[Item 2]	[Quantity 2]	[Specifications 2]
----------	-----------------	-----------------------

Please provide the following details in your quotation:

- Unit Price
- Total Cost
- Delivery Time
- Payment Terms
- Any applicable discounts or additional fees

We would appreciate receiving your quotation by [specific deadline date] to ensure a timely decision on our end. Should you have any questions or require further clarification, please do not hesitate to contact us.

We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]