

**[Name of the sender]**

**[Mention HR of the respective company]**

To,

**[Address]**

**Subject: Letter of Quotation Request**

**Respected sir/madam,**

(Mention your company name) has released a quotation request with a reference number (Write quotation number). Our requirements are mentioned below –

(Write a list of requirements).

Please briefly indicate all the details like the terms and conditions, whether the provided (service/ purchase) is inclusive of tax or not, is there going to be any extra delivery charges or not. We will be highly obliged if you would like to submit a quotation. Please follow the instructions that are explained below – (Mention your company terms and conditions).

Enclosed is a request for (mention the purpose of the quotation). We want to award a quotation based on the minimum quotation price without organizing a meeting and discussion. So to ensure that we will get the best deal please respond as soon as you can.

Any queries or questions may be emailed to (Mention email id) or you can call us at (Mention phone number).

Thanking you.

**Yours faithfully,**

**[Sender Name]**