

Request for Proposal

[Your Business Address]

[Supplier's Address]

[Date]

To [Sales Manager's Name]

We at [Name of your Company] would like to request a price quote for the following items:

[List the items]

We would be interested in any bulk purchasing deals you may have as we are looking to purchase large quantities of these goods [mention quantities needed]. We are in a position to purchase these goods immediately if the price is within our allocated budget.

Please feel free to call me if you need any further information in order to provide us with a firm price.

We look forward to hearing from you.

Sincerely,

[SignatureoverPrintedName]

[Title]

[NameofCompany]

[phone number]