

Request for Quotation (RFQ) Letter Template

[Your Company Letterhead or Logo (if applicable)]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, ZIP Code]

Subject: Request for Quotation for [Product/Service Name]

Dear [Vendor's Name],

I hope this message finds you well. I am writing on behalf of **[Your Company Name]** to formally request a quotation for **[brief description of the products or services you are interested in]**.

We are currently evaluating suppliers for **[specific project or need]**, and we would appreciate receiving your best quotation based on the following details:

Product/Service Requirements:

- **Item/Service Name:** [e.g., Laptops, Consulting Services, Construction Materials]
 - **Specifications:** [e.g., Quantity, Technical Specs, Size, Color, Material]
 - **Delivery Location:** [Full address]
 - **Preferred Delivery Date:** [Date or timeframe]
 - **Payment Terms:** [If applicable]
 - **Additional Requirements:** [e.g., Warranty, Installation, Support, References]
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Please include in your quotation:

1. Unit and total price
2. Applicable taxes and fees
3. Lead time and delivery schedule
4. Validity of the quotation
5. Terms and conditions

We kindly request your quotation by **[deadline date]**, as we plan to finalize our supplier selection shortly thereafter. If you have any questions or require clarification, feel free to contact me directly at **[Phone]** or **[Email]**.

We appreciate your prompt response and look forward to the possibility of working together.

Thank you for your attention.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company Name]