Date

To:

Name of the service provider:  
Name of the company:  
Subject: Quotation letter

Respected Mr. ABC,

I am writing this letter to seek information about the services that you offer. ABC company is one of the leading companies in the country. We have established a good reputation in this area and our company is recognized as a well-reputed institution of quality. We never compromise on quality and therefore, we would like to purchase materials needed for the manufacturing process of our company. We would like to know the quotation of the material.

Below is a list of materials that the company needs. Please provide us with the mentioned articles. We expect that you will send us high-quality products and you will take care of the customers who want to see the quality of the product they purchase.

It is being mentioned here that interruption in the provision of services will affect our business operations badly and due to this, we don't tolerate delay or interruption.

After receiving the quotation, we will review it in detail, and then we will send our representative to you for striking the deal.

We are looking forward to hearing from you soon.

Regards,

Name of the sender

Signatures

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