**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Request for a price quotation**

Respected sir (mention the name of the supplier),

My name is Mr. ABC. I am the manager in \_\_\_\_\_\_\_\_\_\_ (mention the name of the company). My company deals with high-quality electronics. Through this letter, I would like to make a request to you to please write us back with the price quotation for an electric toy car. I would like to purchase this product in bulk from you. Please send me the price quotation with the discount if it applies to it.

Since this is the first time, we are corresponding with each other, I would like to know more about your company. Could you please share the price quotation of the mentioned item at your earliest convenience?

I would greatly appreciate it if you sent this quotation to me by the end of this month. If you want to know anything about this request or my business, please feel free to contact us. I would feel honored to assist you. Thank you so much in advance for your cooperation.

Regards,

Name of the sender  
Sender’s designation in the company  
Name of the company