**To**

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

**Subject: Request for a price quotation**

Respected sir (mention the name of the supplier),

I am \_\_\_\_\_\_\_\_\_\_\_ (mention your name) head of the sales department of \_\_\_\_\_\_\_\_\_ (mention the name of the company). I am writing this letter because I would like to know about the price quotation for the electric fan, I want to purchase from you. I need this product in bulk in any color.

You are being requested to please share the price quotation with us along with different features of the products that I may not be aware of. I have heard a lot about your company and therefore, I have decided to purchase this product from you.

Please let me know how much it will cost me if I purchase an electric fan from your company in bulk. Also, please mention how much discount you will offer to me if I purchase items at wholesale rates from you.

I would appreciate it if you provided us with the quotation at your earliest convenience as our company is currently running out of stock and I want to fill the stock as soon as possible. However, this decision is based on a price quotation from your side. Thank you so much for your time. I look forward to working with you in the future.

Regards.

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