To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request for Price Quotation**

Dear Mr. / Mrs. [Name of the Recipient],

I am writing this letter to inform you that we are interested in purchasing some products from you. Following is the list of these products that we would like to buy from you:

[Product 1 Details]

[Product 2 Details]

[Product 3 Details]

So, I request you to please send me a price quotation for all these products mentioned above. I hope that you will give us the best possible prices. Feel free to contact us anytime during business hours.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]