

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]  
[Position]  
[Company]  
[Department]  
[Division]  
[Address 1]  
[Address 2]  
[City], [St/Prov], [Country] [ZIP/POSTAL]

Re: Request for quote on [name of job]

[Salutation]

We would appreciate if you prepared us an estimate for [quick summary of job: 3,000 copies of a 72-page, 2-colour report; a set of bookshelves for our law office; the design of our corporate logo; etc.]. We need the work done by [deadline date], and require all quotes, including yours, by [quote deadline] in order to make our decision.

The details of the job are:

- [Describe the work you need in as much detail as necessary]
- [Use a bulleted list to make each item clear]
- [Be specific about quantities, styles, sizes, colors, delivery, etc., and make sure the reader can generate an accurate quote with the information you provide]
- [If necessary, provide full details on a separate page]

Please send us your written estimate by [quote deadline]. I will inform the successful bidder of our decision by [decision deadline].

If you have any questions, please phone me at [your phone number]. I look forward to receiving your quote.

Sincerely,

[Your Name]  
[Your Position]

[Notations for Enclosures, cc:, etc.]