

REQUEST FOR QUOTATION

Date: May 28, 2025

From:

Emily Johnson
Procurement Officer
XYZ Corporation
emily.johnson@xyzcorp.com

To:

Sales Department
Your Company

Items Requested:

- Printer cartridges (Quantity: 10)
- Paper reams (Quantity: 50)
- Stationery set (Quantity: 20)

Please provide pricing and delivery timelines at your earliest convenience.