

Greeting of the day

**Subject:** Request for Quotation

Dear Back Electronics,

I hope this email finds you well. I am writing to request a quotation for Lenovo IdeaPad that we are interested in purchasing from your company. Please provide the following details in your quote:

- Pricing per unit/overall cost
- Available quantities
- Any applicable discounts
- Payment terms
- Delivery timelines and costs
- Warranty and support options (if applicable)

We are looking to make a decision soon, so I would appreciate it if you could provide the quotation by [desired deadline]. If you need any further information to prepare the quote, please feel free to contact me.

Thank you in advance, and I look forward to your response.

Best regards,

Tayyab

H.R.

Random Company

1234567890