Re: Request for quotation letter.

Dear Mr. Pickering

We understand that your company manufactures some products that fit our business requirements, and would like to request a quotation on the following items. We would appreciate your sales quotation of the listed items below before the end of the week for our acquisition consideration.

Products Description Unit

Plastic base For Cooking Utensils

Teflon base For Pans and Pots

Stainless Steel For Storage Containers

Please note that CookWell Ltd would require a monthly 1000 units of each item requested above. As we are rushing for a confirmed order, we would appreciate a prompt response from you before the mentioned deadline.

We hope that this can be the start of a long lasting business relationship.

Yours Sincerely,

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Sandra Bally

Production Manager

CookWell Ltd