**To**

**Name of the Company**

**Address of the Company**

**Country**

**Subject: Request for Quotation**  
  
Dear Sir/ Madam,  
  
I would like to express my interest in the products that you company, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ manufactures. I request you to send in a quotation of the below listed products that we require for our Capstone Design Project, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I would appreciate your sales quotation of the listed items below before the end of the week for our acquisition consideration.  
  
1. Products name:  
Product code:  
Units required:  
  
2. Products name:  
Product code:  
Units required:  
  
3. Products name:  
Product code:  
Units required:  
  
Please include the delivery cost to Famagusta, North Cyprus. We looking for good quality at a reasonable price.  
  
We hope that this can be the start of a long lasting business relationship.  
  
Yours Sincerely,  
  
**NAME  
Student No  
Undergraduate Student  
On behalf of  
Capstone Design Team  
Department of Mechanical Engineering  
Eastern Mediterranean University  
Famagusta, TRNC  
via Mersin 10, Turkey  
Fax:      +90 392 365 3715  
Cell No:  +90 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**