**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
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Cell No:  +90 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**