**To**

**[The Recipient Person/authority]  
[Designation]  
[Healthcare unit]**

**Re: Quotation Request for the Medical Services**

Dear Manager,

I request you draft a quotation letter for the medical services asked for by our hospital. Our hospital is located at [mention complete address]. It is a four-story building with more than sixteen medical service departments. It includes neonatal surgery, dermatology, scalp surgery, emergency and five intensive care units (ICUs), gynecology, psychiatry, laser, and optics, and many more.

The hospital has completed its construction on another compartment which is made for liver transplants and a microsurgical unit for live cirrhosis. Moreover, the newly made section shall work on the ailments related to liver cysts and tumors in the hepatic arteries.

We need many surgical apparatuses for this newly made section, including small surgical operational instruments and big machines like ALDs and Dialysis machines. We also need assistive machinery to treat other diseases indirectly linked to liver ailments.

The list of the needed apparatus has been attached to this letter. The finance department has covered the cost analysis of the required machinery and apparatus; however, we would like you to submit a complete cost analysis with the budget line that will fall in purchasing these items. We need the items as soon as possible as the completion deadline is approaching.

The chief mayor of the city will inaugurate the liver section, and he has been given a preliminary schedule for the inauguration ceremony. Therefore, we would like you to submit a quotation for the required material by the end of this week.

We look forward to building a great professional relationship with you for future projects. Thank you.

Regards.  
[Name]  
[Designation]  
[Signature]