**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Request for Quotation for Solar Panel Installation**

Dear [NAME], I am writing this letter on behalf of our university management and Committee of Students’ Affairs (CoSA). Our university has recently inaugurated another department for the students of Energy Sciences Engineering with course code [X] and Engineering in Renewable Sources of Energy (RSE) with course code [X]. We need mega solar panel installation for students’ research projects and technical transformation of energy. To have the installation, our management wants to follow an appropriate and plausible procedure. We want a speedy installation of the solar panel.

For this, we request you to submit a quotation for the supply and installation of solar panels at [NAME OF THE UNIVERSITY], [AREA & POSTAL CODE]. Details have been enclosed as Annex-I and II. We make it your responsibility to confirm the quotation request and submit your quotation documents as soon as till [DEADLINE DATE]. Not meeting the deadline shall expire the request made. Please confirm us by writing an acknowledgment.

Details about the installation have been enclosed. Contact details have been given below. Please use the official website to go through the course outlines for the above-mentioned subjects. We request you to submit your quotation statement before the given deadline. Do not hesitate to ask for further details if needed. An official meeting shall be followed up after the submission of the quotation. Thank you.

Regards.

[Your Name]  
[Address]