

Business Letter For Quotation

To,

From:

Date _____ (date of writing letter)

Dear _____, (name of the concerned person)

Our company wants to utilize your(name of service) services. In this regard, we would like to see a quotation in which various package details are mentioned.

Our office has around(mention number) workstations. Kindly cater according to this number. We hope that the quality of service will be good and we expect excellent customer care facilities as well. We are one of the leading(name of business) companies in the city and we work for several big clients in the industry. Any interruption in your service will dampen our reputation and hence we are very particular about the same. Hope you will understand our requirements.

Your company too has a good reputation in the industry and we hope your packages are competitively priced. I am attaching a separate list which comprises of our requirements. Please go through this list and let us know if you can meet our requirements.

Once the price factor is decided, you can send your representative to our company so that we can finalize our deal with your company. Please get back to us with the best prices.

Looking forward to hear from you at the earliest

Yours Sincerely,
(Your name)