

# Business Letter Quotation

To

Date

Subject:

Dear Mr. Simons,

I appreciate the opportunity to speak with you last week and enjoyed learning more about your business. In our conversation, we discussed your cleaning needs and how Gen-Serv Maintenance Supply can help you.

As specialists in Flooring and General Cleaning services for over 25 years, we pride ourselves in providing clients with professional service, guaranteed quality and the highest level of efficiency.

I am pleased to provide the following quote per your request. The attached cost summary is based on our conversation of your current needs. Adjustments can be made as we customize your services.

I look forward to discussing your project with you in more detail shortly.

Please contact me directly anytime you have additional questions or requests.

Sincerely,  
Your Name