

# Business Letter Quotation

To

November 9, 2010

From

Dear [Name of Recipient]:

Thank you for being a valued customer of [Company Name]. At [Company Name], we are constantly looking for new ways to improve our customer value and satisfaction. This includes periodically reviewing our expenses and price lists.

I am pleased to share that we have decided to reduce our price for [Product or Service]. As of [Date], the price will drop from [Old Price] to [New Price]. We believe that this new price not only gives you a great value, it also reflects our commitment to customer satisfaction.

If you would like to place an order at this new price, please do not hesitate to contact us at [Phone Number]. Our friendly staff is available [Business Hours] to process your request.

Should you have any questions or concerns regarding this matter, please feel free to contact me. In the meantime, I thank you again for doing business with [Company Name].

Sincerely,

[Your Name]

[Title if any or delete if none]