TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business Quotation Letter

Dear **[Name],**

I have been working as a **[Post Name]** for **[#]** years. I am looking for short-term certificate courses to upskill myself and to suit the growing needs of my company.

I came across your institute and found it to be highly promising and efficient.

I would like to know the details about the fees and duration of the Selenium Automation with Java/Python and Selenium with Appium courses.

It would be highly appreciated if you could provide me with a quotation of the fees applicable for each of the courses as I have to submit it to the management.

Also, if there are other Automation courses that would be suitable, please let me know.

I request you to kindly send me the quotation letter as soon as possible so that I can start taking classes soon.

Thanking you

**[Name]**