TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Quotation Letter

Dear Sir,

Thanks for your letter of 10th August along with quotations and terms.

We are ready to accept the quotations you provided but the terms of trade as you mentioned are still more than the other valued competitors offering in the market. It would be competitive and justifiable if you allowed us a 20% Trade Discount for fifteen (15) days.

As we will order more than 5000 pieces at a time, you could be able to enjoy a better return based on the terms we mentioned above.

We need a “Nokia 2100” on an urgent basis and hence we look forward to getting a prompt reply from you.

Yours faithfully

M.A. Karim

Purchase Manager,

Help Line Communication