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],**

Thank you for your letter. We appreciate your interest in taking up certificate courses at our training centre.

We would like to point out that we offer hands-on training for all IT related courses.

You will also be required to work on a real-time project for the successful completion of the course.

Given below are details regarding the various courses for your reference.

We have also given the fee details for other courses related to Selenium automation.

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| --- | --- | --- | --- |
| **S. No.** | **Course** | **Duration** | **Fee (INR)** |
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Please feel free to contact us in case of any doubts or queries.

Yours faithfully,

**[Name]**