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],**

To Whom This May Concern,

Following our discussions with your Sales and Marketing Manager, we are pleased to inform you that we would like to purchase the following products from your company.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Product** | **Required Specifications** | **Quantity** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

We would be open to having a deal as we would like to buy these products in large quantities, if you have offers on bulk purchases. Kindly send us a quotation for the above-mentioned products so we can discuss and proceed with the order. Hope and trust that you will quote the most favourable terms and prices.

Sincerely

**[Name]**