TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Quotation Letter

Dear sir,

Many thanks for the letter of 1st August 20XX. We really appreciate your interest in our merchandise “NOKIA 2100” and your expectation to order for them.

May we point out to you that the terms and conditions that were offered are the most competitive ones in the current market scenario. Our product is up to the mark and can ensure a better-quality service than others.

The so-called terms and conditions for trade offered by us are made in such a way that it will leave us only a slight margin of profit.

However, we shall be pleased to allow you the 20% trade discount for fifteen (15) days if you can raise your order to 10,000 pieces at a time.

We are waiting for your confirmation and hope that we can keep our commitment to providing quality goods on time.

Yours faithfully

Aslam Ahmed