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],**

Would you kindly give us detailed information about the **[Product Name]** mobile sets recently advertised by you in the **[Product Name]** we are impressed by the description of the respective mobile set as advertised by you and expected to purchase if terms and conditions are found to be suitable.

Our annual requirement of such a set is around **[#]** pieces.

As we handle a lot of mobile sets each year, we hope and trust you will quote the most favorable prices and terms.

Yours faithfully

**[Name]**