TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Requesting for a quotation letter with the fee details of various courses

Respected Sir/Ma’am,

I have been working as a Manual Tester for four years. I am looking for short-term certificate courses to upskill myself and to suit the growing needs of my company. I came across your institute and found it to be highly promising and efficient.

I would like to know the details about the fees and duration of the Selenium Automation with Java/Python and Selenium with Appium courses. It would be highly appreciated if you could provide me with a quotation of the fees applicable for each of the courses as I must submit it to the management. Also, if there are other Automation courses that would be suitable, please let me know.

I request you to kindly send me the quotation letter as soon as possible so that I can start taking classes soon.

Thanking you

Yours faithfully,

**[Signature]**

Shanu Shyam