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,

Thank you for your inquiry of **[Date]**. We are glad to enclose the following quotations of **[Product Name]**.

Set Model Battery Price per unit Warranty

**[Product Name]**

**[Product Name]**

**[Product Name]**

Our normal trade discount is **[#]** for ten **[#]** days and **[#]** extra if the order is made for more than**[#]** pieces at a time. We do supply to our customers’ doors through our own care.

Our Mobile is originally imported with intact packing, and we provide a guarantee for our mobile set for three**[#]** years.

If you need any further details to meet your customer’s requirements, you should feel free to write to us.

Yours faithfully

**[Name]**