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/Sir]**,

Thank you for your email. My name is **[Name]** and I will be assisting you with your price inquiry today. From your email, I understand that you are receiving lower price rates for the mentioned in the quotation from other vendors. **[Describe in your words]**.

Based on your previous business relationship it appears that you must work with us for 2/3/5 years **[More/less]**. I also briefly looked at the transaction history and hence I am providing you with the maximum discounted rates in the past as well. **[Explain all about the situation]**.

It is because of our long-term business relationship and after discussions with our company CEO I am sending you the new rates with a further discount of 1.15% per item. **[Describe all about the term and condition]**. This discount only for once because our rates are already competitive in the market with the best quality.

In case you are satisfied please get in touch with our support team for more information about quality, booking, delivery time, payment schedule and final quotation with price, specifications and other terms. **[Cordially describe your greetings and requirements]**.

Sincerely,

**[Signature]**

**[Your Name]**

**[Business Address]**