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],**

Thanks for your letter of **[Date]** along with quotations and terms.

We are ready to accept the quotations you provided but the terms of trade as you mentioned are still more than the other valued competitors offering in the market. It would be competitive and justifiable if you allow us a **[#]** Trade Discount for fifteen **[#]** days.

As we will order more than **[#]** pieces at a time, you could be able to enjoy a better return based on the terms we mentioned above.

We need a **[Product Name]** on an urgent basis and hence we look forward to getting a prompt reply from you.

Sincerely

**[Name]**