TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Quotation Letter

Dear Sir,

Would you kindly give us detailed information about the “Nokia 2100” mobile sets recently advertised by you in the “Daily Star.” We are impressed by the description of the respective mobile set as advertised by you and expected to purchase it if terms and conditions are found to be suitable.

Our annual requirement for such a set is around twenty-five thousand 25,000 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

M. A. Karim

Purchase Manager,

Helpline Communication