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,

Many thanks for the letter of **[Date]**. We really appreciate your interest in our merchandise **[Product Name]** and your expectation to order for them.

May we point out to you that the terms and conditions that were offered are the most competitive ones in the current market scenario. Our product is up to the mark and can ensure a better-quality service than others. The so-called terms and conditions for trade offered by us are made in such a way that it will leave us only a slight margin of profit.

However, we shall be pleased to allow you the **[#]** trade discount for fifteen **[#]** days if you can raise your order to **[#]** pieces at a time.

We are waiting for your confirmation and hope that we can keep our commitment to providing quality goods on time.

Yours faithfully

**[Name]**