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],**

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.

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

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 **[#]** per item. 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.

Hope this helps.

Sincerely,

**[Name]**