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],**

Our normal trade discount is **[#]** for ten **[#]**days and **[#]** extra if the order is made for more than **[#]** pieces at a time. We do supply to our customers’ door through our own care.

Our **[Product Name]** is originally imported with intact packing and we provide a guarantee for our **[Product Type]** set for three **[#]**  years.

If you need any further details to meet your customer requirements, you should feel free to write/call/email to us.

Yours faithfully,

**[Name]**