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],**

I am **[Name]** and I am writing this letter to request you to provide me with a quotation of the fee details in **[Name]**.

I am working as a **[Name]** and looking for suitable soft skill courses for my company employees. I found your institute to be promising.Therefore, I request you to please send me the quotation of fees for soft skills at your institute.

Also, please do provide the duration of these courses too. A quotation letter would be useful for me to send to the management.

Thank you.

**[Name]**