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,

I am writing this letter to inform you of the price quotation for the services you have asked for **[Service Name]**. Including taxes, this amount will be **[Service Amount]** per month.

As you are a new customer, we hope to build a long-term relationship with you and so will be offering you a **[Service Amount]** discount on the monthly purchases for a year. This is if you stick to the agreed terms and conditions.

We hope to work with you and provide you with efficient services.

Yours Sincerely,

**[Name]**