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]**, marketing executive at **[Comapny Name]**.

I am writing this email to request you a quotation for the following fabrics.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr** | **Fabrics** | **Colours** | **Required Number of sheets** |
| 1. | Chiffon | Ice Blue, Powder Blue, Soft Cyan | 200 |
| 2. | Cotton | Cornflower, Aqua, Turquoise, Tiffany Blue | 300 |
| 3. | Denim | French Navy, Sage, Olive, Emerald | 240 |
| 4. | Crepe | Peridot, Lime, Jade | 270 |
| 5. | Silk | True Red, Cherry, Pillar Box, Carmine, Amaranth | 300 |

We request you to kindly confirm the availability of the products above and send us a quotation letter for these products.

You can contact us for any clarification.

Sincerely

**[Name]**