From,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We, \_\_\_\_\_\_\_\_\_\_\_\_ (company name) wish to utilize your \_\_\_\_\_\_\_\_\_\_\_\_ services. We wish to request a detailed quotation of \_\_\_\_\_\_\_\_\_\_\_\_ and the various packages that you offer.

We have an event coming up soon and we wish to utilize your services. We will be hosting approximately \_\_\_\_\_\_\_\_\_\_\_\_ guests and we wish to request details on \_\_\_\_\_\_\_\_\_\_\_\_ services that you can supply for this event.

Kindly let us know the prices for those packages and your preferred mode of payment. Please also let us know how you offer services for such events. Our company aims at hosting a high-level event and we want the best services. Your company is reputed for offered quality \_\_\_\_\_\_\_\_\_\_\_\_ services and we hope to do business with you.

Please provide us with a quotation at the latest \_\_\_\_\_\_\_\_\_\_\_\_ so that we can finalize the preparations for this event. In case you need further information, kindly contact us through our email \_\_\_\_\_\_\_\_\_\_\_\_.

We look forward to receiving the quotation and hopefully doing business with you.

Thank you.

Yours Faithfully,

\_\_\_\_\_\_\_\_\_\_

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)