From,

Sarah Livingston,

Germs Mobile Accessories

7124 Cedar Ave.

Fishers, IN 46037

United States

Date: \_\_\_\_\_\_\_\_\_\_\_\_ (Date on which letter is written)

To,

Ellen Pierce,

Centurion Company

873 E. Glenholme St.

Anaheim, CA 92806

United States

Sub; Letter for quotation

Dear Ms. Pierce,

I hereby write this letter to inquire about mobile phones that I wish to purchase for my shop Germs Mobile Accessories. Centurion Company is a reputed company in selling high-quality mobile accessories and we aim at providing our customers with only the best.

I wish to request for a detailed quotation for the mobile accessories listed below

Set Model Pieces

Neon Kika 4 Japan 20

Samsung Galaxy 4 Germany 10

Huawei H5 China 25

Kindly also provide us with your most favorable prices as we will be making frequent orders every month. Please let us know your preferred mode of payment and how the products will be delivered to our shop location 7124 Cedar Ave. Fishers, IN 46037. You can contact us on germs@mobile.com if you need any additional information.

We look forward to a detailed quotation at your earliest.

Thank you.

Yours Sincerely,

Sarah Livingston