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

Dear Sir,

I am writing this letter to seek a quotation from you. In our company, we plan to upgrade our systems. In this regard, I request you to send a detailed quotation regarding the various packages you offer. There are various items to be upgraded. I am attaching a list of our requirements along with this letter.

We hope your prices are competitive in the industry. We heard about the reputation of your company in the industry and are relying on you for our services. If the price factor is decided, we shall place the order immediately.

Looking forward to hearing from you,

Yours Sincerely,

Narendra Kumar