Dear Mildred,

I am writing this letter to inform you that I am planning to upgrade my computer system. I request you to send me a detailed quotation regarding the requirements for the up gradation of my computer system.

Here is the list of items I would like to upgrade:

* Graphics card of 2GB
* RAM 2GB
* HDD capacity of 500GB

I have a kind request to you to please do guide me in selecting the latest upgrades and branded company. The price range and the quality should be according to my satisfaction. Kindly send me the quotation for the following items and get in touch with me as soon as possible.

Yours Faithfully,

Kelly McCarthy