[**Your Name**]
[**Street Address**]
[**City, ST ZIP Code**]
December 5, 2016

[**Recipient Name**]
[**Title**]
[**Company Name**]
[**Street Address**]
[**City, ST ZIP Code**]

Dear [**Recipient Name**]:

You recently requested pricing information from our company. Here is our quote:

Service	Hourly rate	Estimated cost
	Total	
	Your [**percent amount**]% discount	
	Tax	
	Grand total	
	Delivery date	

Thank you for giving us the opportunity to bid for your business. As always, it's a pleasure doing business with you. We look forward to completing this job to your satisfaction.

Sincerely,

[**Your Name**]
[**Title**]

P.S. If you would like to discuss items in this quote, or if you need any additional information, please call me personally at [**phone number**].