Letter of Quotation to Customer Sample

Dear Mr. Forbes,

You recently enquired about the price of regular cotton shipments to the United States. At the requested amount, including tax, this will cost $12,000 per month.

Because we haven’t had the pleasure of trading with you before, and to show how much we value your potential business, we will give you a one year discount of $11,000 per month, providing you agree to terms within the next 30 days.

We look forward to working with Shirts Zone, and hope this is the beginning of a long and prosperous relationship.

Yours Sincerely,

Ajeet Kalyana

The Indian Cotton Company