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August 1, 1995

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Dear [recipient's name],

Quotation for [product or service]

Thank you for your enquiry of [date].

Our quotation for our excellent product [name product] is attached on a separate sheet.

You will note that we offer special rates for volume purchases, for example if you buy [state quantity]

the discount is [number] %.

You may not be aware that we are also suppliers of [state a relevant product]. I take the liberty of

providing a brochure on this product which gives technical details you should find interesting.

Delivery on these items is [state number of] days from receipt of your order and prices include delivery

to your site.

I look forward to receiving your order.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]