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August 1, 1995

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Dear [recipient's name],

Our Quotation of [date]

I refer to the quotation we sent concerning [product] which I hope you received in good time for consideration.

If you need to discuss the details of our proposal further I will be pleased to make a convenient time to discuss the matter further with you.

We believe our product and service to be of the very highest standard and are assured our prices are most competitive.

I enclose an additional copy of our quotation.

I look forward to hearing from you.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]