

Business Letter For Quotation Request

To

29th September, 2013

Subject: Letter for quotation

Dear Sir,

I am writing this letter for seeking a quotation from you. In our company we plan to upgrade our systems. In this regard I request you to send a detailed quotation regarding the various packages you offer. There are various items to be upgraded. I am attaching a list of our requirements along with this letter.

We hope your prices are competitive in the industry. We heard about the reputation of your company in the industry and are relying on you for our services. If the price factor is decided, we shall place the order immediately.

Looking forward to hear from you,

Yours Sincerely,

Narendra Kumar

Business Letter For Quotation

To,

From:

Date _____ (date of writing letter)

Dear _____, (name of the concerned person)

Our company wants to utilize your(name of service) services. In this regard, we would like to see a quotation in which various package details are mentioned.

Our office has around(mention number) workstations. Kindly cater according to this number. We hope that the quality of service will be good and we expect excellent customer care facilities as well. We are one of the leading(name of business) companies in the city and we work for several big clients in the industry. Any interruption in your service will dampen our reputation and hence we are very particular about the same. Hope you will understand our requirements.

Your company too has a good reputation in the industry and we hope your packages are competitively priced. I am attaching a separate list which comprises of our requirements. Please go through this list and let us know if you can meet our requirements.

Once the price factor is decided, you can send your representative to our company so that we can finalize our deal with your company. Please get back to us with the best prices.

Looking forward to hear from you at the earliest

Yours Sincerely,
(Your name)

Business Letter Format For Quotation

To

29th September, 2013

Subject: Letter for quotation

Dear Mildred,

I am writing this letter in order 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 up gradation of my computer system.

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

Graphic 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 of the following items and get in touch with me as soon as possible.

Yours Faithfully,

Kelly McCarthy