(Your Name)  
(Company Name)  
(Address)

Date:

(Recipient’s Name)  
(Address)

**Ref: Price Quotation for [X]**

Dear (Name of Recipient),

I am writing this letter to thank you for considering our company (name of company). We held discussions about your project on (tell the date). The project will take (tell time).

I have attached a price quotation which is of (tell amount). If you agree to this, please contact us so that we can begin working. If you have any questions, please feel free to contact us on (give contact number).

I hope to hear from you.

Regards,

(Your Name)  
(Position)