[Name of your Company]  
[Address]

Date

Recipient’s Name  
Address

Subject: Letter of price quotation

Dear (Name of Recipient),

I am writing this letter to inform you of the price quotation for the services you have asked for (state services). Including taxes this amount will be (state amount) per month.

As you are a new customer, we hope to build a long term relationship with you and so will be offering you a (tell amount) discount off the monthly purchases for a year. This is if you stick to the agreed terms and conditions.

We hope to work with you and provide you with efficient services.

Yours Sincerely,

Your Name  
Company Name