Date

From:

Name of the sender:  
Sender's designation:  
Name of the company:

To:

Recipient's name:  
Name of the recipient's company:

**Subject: Cover letter for quotation**

Respected Mr. ABC,

With reference to the discussion that we had last week regarding the supply of furniture to your office, I am hereby submitting a quotation for the supply of furniture articles including 3 chairs, one table, and one sofa set. I believe that this quotation will be in line with the total cost, delivery type, and other things that you have expected.

To be clearer and comprehensive, I am hereby providing a list of articles with the specifications of each article below:

Specification 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specification 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specification 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We know that you would like to proceed with the processing of your furniture order with us once you have thoroughly checked the quotation that we have submitted.  You are required to complete the order along with its payment within 30 days after you received the price quotation from us. We will try to deliver you the product at our earliest convenience.

We would like to request you to act upon the price as and when you place the order since there is a fluctuation in the prices. The quotation we have submitted is for the next 35 business days. If you want to place an order after that, you will be required to request the quotation again. We would like to request you to place the order as soon as possible as our product run out of stock very quickly.