To:

Name of the client  
Address of the client

From:

Name of the sender  
Designation of the sender  
Address of the sender

Date

Dear Mr./Miss./Mrs. (Name of the receiver),

I would like to thank you for considering (state the name of your company) as the company to install your fence. According to our discussion, you will need to get (state what type of fence will have to be built; tell how the fence will get secured.

The materials needed to build the fence are (tell the materials in point form here). These will cost (give the cost of the materials).

The total cost of the project will be around (tell how much the client will need to pay to get the fence put in). You can pay us by (tell all the different ways that the client can pay you and when they should pay you; state if you have any guarantees and insurance).

If you have any queries, you can contact us at (tell how they can contact you).

Regards,

(Your name)

(Your signature)